

Terms and Conditions for Internal Awards

Before internal funds can be awarded, all recipients must have a Community of Science (COS) account set up to receive email funding alerts.

Regulatory Compliance

Projects involving the use of human or animal subjects, biohazards, radioactive materials, etc. must seek appropriate committee approval

Investigators must complete the required training in human subject research prior to project initiation

Project Period and Extensions

The project period is 1 year; begin and end dates can be found on your award letter

A 1-year, no-cost extension is available provided that it is requested no later than 10 days prior to the end date of the award; no-cost extension requests should be sent to the ORSP Director

Spending and Modifying the Budget

A separate fund (D account) has been set up for your award; please write this number on invoices and other documents when requesting payment

Internal awards should be used to purchase research supplies, pay for maintenance of essential equipment, travel, or technical personnel. Charges for faculty salary and defrayal of professional society dues are not allowed.

Rebudgeting \$500 between budget categories is permitted without prior approval; requests for changes greater than \$500 should be sent to the ORSP Director

Unexpended funds at the grant's expiration will be returned to the main account, unless an extension is granted or other arrangements are made

Final Reports

Within 90 days after the grant terminates, a final progress report must be submitted to the Office of Research and Sponsored Programs. Final reports should include a summary of research results, including publications, presentations, and proposals that resulted from this project. In addition, it should summarize the contribution to your overall professional development.

The following is a suggested outline:

- 1) List your activities and findings as well as your contributions to the field of inquiry.
- 2) Provide information about the participants in the project (students trained, collaborators who may have also benefited, etc).
- 3) List information about any scholarly products of the work (publications, presentations, grant preparation, external funding received, etc.).

The report should be no more than 1-2 single-spaced pages.