Guidelines

• Additional funds should be contributed by a School or Center, and proposals with support from multiple schools or centers will be given priority. Proposals that do not have this additional support will be funded only in exceptional cases.

• Grants will usually be awarded for a single year only. Larger multi-year initiatives may also be considered (2-3 year maximum). Applications for renewal of a previously funded project will not be accepted.

• Funds must be spent within 12 months of the beginning of the grant unless otherwise approved by the review committee. Unexpended funds must be returned and may not be “banked” for future use beyond the scope of the approved project, unless explicitly approved by the review committee. Requests for carryover of unexpended funds must be made, in writing, at least two months before the award’s expiration.

• Regulatory approvals must be obtained before funds are transferred to the department, and the home department must have a 26-digit budget code.

• At the end of the project, an expenditure report and annual report outlining accomplishments and identified opportunities for follow-on funding must be submitted.

• If the project involves human subjects, animals, biohazards, or other regulatory issues, the application should identify those concerns and provide documentation that they will be addressed. Please note that Institutional Review Board approval may be required for human subject research in all disciplines, including the sociobehavioral sciences and humanities. If review and approval by the Institutional Review Board, Institutional Animal Care and Use Committee, or Department of Environmental Health and Radiation Safety is required, it may be obtained after the application has been approved, but it must be obtained before funds are provided or the project has been initiated. For advice, please contact the Office of Regulatory Affairs.