**Terms and Conditions for Internal Awards – Revised FY2018**

**Regulatory Compliance**

Projects involving the use of human or animal subjects, biohazards, radioactive materials, etc., must seek appropriate committee approval (see <http://www.wfu.edu/rsp/compliance.html>) prior to project initiation.

**Project Period and Extensions**

The project period is 1 year; start 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 Lisa Burton (burtoneg@wfu.edu).

**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. Directions for submitting expenses for grants can be found at: http://www.wfu.edu/administration/fas/grants/policies.html#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.

Re-budgeting $500 between budget categories is permitted without prior approval; requests for changes greater than $500 should be sent to Lisa Burton (burtoneg@wfu.edu).

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**

**Pilot Research Grants (PRG) Final Reports:**

Within 90 days of the end of the award, the abstract from a submitted external proposal that resulted from the PRG must be submitted to ORSP as a final report.

**Collaborative Pilot Grants (CPG) Final Reports:**

Within 90 days of the end of the award, a report of findings and an external funding progress statement should be submitted to ORSP.