

Provost's Scholarship Development Award

Terms and Conditions

The Provost's Scholarship Development Award is a 12-month award. Extensions will not be granted.

Notification of Award

1. The Notification of Award (NOA) will be sent via email to the awardee(s) and copied to the department chair (or equivalent), Dean (or equivalent), and the Provost.
2. The NOA will specify the next steps to be taken by the awardee. The awardee will designate an individual who will assist with financial management of the award.

After Notification of Award and Prior to Start of Work

- **Compliance Requirements:** The awardee is responsible for submitting all compliance protocol applications and obtaining official approval before getting access to the internal grant funds. Specifically, compliance approvals must be obtained for use of human subjects (IRB), animal subjects (IACUC), or bio-hazardous materials (IBC).

Compliance approvals require review time; therefore, awardees should submit their protocol applications to the appropriate office as soon as possible. The awardee must send a copy of the official compliance approval letter to the ORA as soon as it is received. At that time, the funds will be released.

Contact the Director of Compliance for questions or needs:

Dr. Mallory Ball
Mball@wcu.edu
(828) 227-3172

Managing Award and Award Budget

- The Office of Research Administration will establish the internal grant funds to be administered at the Department (or equivalent) level. **The department must identify a fund to cover any budget deficits that might occur.**
- The PI is responsible for managing all award activities and semi-annual reports.
- Budget revisions: Any changes to the proposed budget allocation must be requested via email to Kloo Hansen (kchansen@wcu.edu). The request must be submitted and approved *prior* to initiating any new purchases. The request should include a description of the categories that are increasing and decreasing as well as a justification describing why the adjustment is necessary and how it will benefit the project.
- P-Cards may be used to make purchases for your Provost's Scholarship Development Award. Your departmental administrator may add this fund to their active P-Card.

- Expenditure reviews are the responsibility of the PI. It is recommended that expenditure reviews on internal grant accounts be conducted monthly, and any issues addressed immediately.
- All computers purchased or reimbursed with university funds will remain the property of the university.

Reporting

- 6-Month Performance and Financial Progress Reports: 6 months after the start of the internal grant project, you will be required to submit a brief project report. A template will be mailed to the PI with instructions for completing and returning the report.
- Final Reports: Final performance and financial reports are due 90 days after the project period end date. PIs who fail to complete and submit a final report will not be considered for any future internal grant awards until the final report is received.

Questions?

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