



## The Office of the Vice Provost for Research

### Guidelines for Intramural Funding – FY25

#### **Funds:**

The Office of the Vice Provost for Research will work with your School Finance Director to transfer the award funding to your department. You may work with your departmental administrator and Chair to access these funds after July 1, 2024. Any requests for the reallocation of funds once they have been transferred should be directed to your school/department and must remain within the budget and scope of the award.

#### **No Cost Extensions:**

No cost extensions (NCE's) may be requested up to one month prior to project completion (before May 31, 2025 for University Facilitating Fund, Cross-Disciplinary Research Fund and Humanities Facilitating Fund or by April 30, 2025 for University Seminar Series). Requests are to be submitted via the [Intramural NCE Request Form](#).

#### **Final Reports:**

A final report clearly outlining what was accomplished during the award is due for all intramural competitions. Final Project Reports for the University Facilitating Fund, Cross-Disciplinary Research Fund and Humanities Facilitating Fund are due by August 31, 2025 and University Seminar Series final Project Report is due by June 26 2025. Final Project Reports are submitted through the [InfoReady](#) portal. Sign in using SSO and click the 'Progress Report' tab at the top of the screen.

#### **Conflicts of Interest**

[The conflict of interest and commitment program](#) (COI) and related policies require specified staff and faculty to report outside activities and interests that could create conflicting loyalties, commitments, or responsibilities, or have the potential to create the appearance of conflicting loyalties, commitments, or responsibilities. Some of these activities could affect or appear to affect the employee's independent, unbiased judgment when making decisions on behalf of the university. If at any time, you experience a situation which could create a conflict of interest or commitment or the appearance of one, it should be reported via email to the [Office of Ethics, Compliance, and Risk](#).

#### **Human Subjects:**

Any project that involves interviewing, surveying, testing, or observing people requires approval **well in advance** by the Institutional Review Board; see <http://humanresearch.gwu.edu/> for guidance (and allow plenty of time to complete the forms and receive IRB review).

#### **Use of Animals:**

Similarly, consult <https://animalresearch.gwu.edu/> for forms required to receive approval to do research involving animals.

**Domestic Travel:**

All travel must adhere to GW's Travel Policy: <http://my.gwu.edu/files/policies/TravelEntertainmentFINAL.pdf>.

**International Travel:**

Please make your travel known to the Office of International Programs and consult the GW International Travel Approval Policy (<http://my.gwu.edu/files/policies/InternationalTravelApprovalFINAL.pdf>). Review all applicable guidance, and complete required forms and registrations. This includes those for insurance coverage while traveling, registration with [GW Passport](#) and [IT-related guidelines](#).

**Patents and Inventions:**

Patents and inventions may arise from work performed and should be disclosed to the University. For more information, consult the [Technology Commercialization Office](#).

**Responsibilities:**

Recipients are responsible for the following:

1. Compliance with all GW guidelines and policies to include Conflicts of Interest and invention disclosures.
2. Proper management and expenditure of funds.
3. Submission of a final Project Report detailing what has been accomplished during the award period due by:
  - University Facilitating Fund – August 31, 2025
  - Cross-Disciplinary Research Fund – August 31, 2025
  - Humanities Facilitating Fund – August 31, 2025
  - University Seminar Series – June 26, 2025
4. Recognition of the funding source on any outcomes arising from the award.