



The Office of the Vice Provost for Research

Guidelines for Intramural Funding

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 1st. 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 31st for University Facilitating Fund (UFF), Cross-Disciplinary Research Fund (CDRF) and Humanities Facilitating Fund (HFF) or by April 30th for University Seminar Series (USS). 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 (UFF), Cross-Disciplinary Research Fund (CDRF) and Humanities Facilitating Fund (HFF) are due by August 31st and University Seminar Series (USS) final Project Report is due by June 30th. 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](#) (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 (IRB); see [Office of Human Research](#) for guidance (allow plenty of time to complete the forms and receive IRB review).

Use of Animals:

Similarly, consult [Office of Animal Research](#) for forms required to receive approval to do research involving animals.

Domestic Travel:

All travel must adhere to GW's Travel Policy: [Faculty & Staff Travel Policies](#)

International Travel:

Please make your travel known to the [Office of International Policy](#) and consult the [Planning GW Related or Supported Travel](#) website. Review all applicable guidance, and complete required forms and registrations. This includes those for health insurance information, travel advisories & risk ratings, acknowledgement of travel responsibilities, and additional resources.

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 (UFF) – August 31st
 - Cross-Disciplinary Research Fund (CDRF) – August 31st
 - Humanities Facilitating Fund (HFF) – August 31st
 - University Seminar Series (USS) - June 30th
4. Recognition of the funding source on any outcomes arising from the award.
5. Acknowledge intramural award in publications (for assistance contact [Communicating GW Research & Scholarship](#))