



The Office of the Vice President for Research University Facilitating Fund

Guidelines for Intramural Funding

Funds:

The Office of the Vice President 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 beginning July, 2021. 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 (on or before May 31, 2022). Requests are to be submitted via the [Intramural NCE Request Form](#).

Final Report:

A final report is due by August 30, 2021 that outlines what was accomplished during the award. Progress Report forms are downloaded and submitted through [OVPR-InfoReady UFF \(FY22\)](#).

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 <http://research.gwu.edu/office-animal-research> 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 Study Abroad and consult the GW International Travel Approval Policy (<http://my.gwu.edu/files/policies/InternationalTravelApprovalFINAL.pdf>) and fill out all required forms, including those for insurance coverage for your research-related travel.

Responsibilities:

Recipients are responsible for the following:

1. Compliance with all GW guidelines and policies to include Conflict of Interest.
2. Proper management and expenditure of funds.
3. Submission of a brief report detailing what has been accomplished during the award period due by August 30, 2022.
4. Recognition of UFF funding on any outcomes arising from the award.