



The Office of the Vice Provost for Research

University Facilitating Fund (UFF) FY24

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 beginning July 1, 2023. 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, 2023). Requests are to be submitted via the [Intramural NCE Request Form](#).

Final Report:

A final report is due by August 31, 2024 that outlines what was accomplished during the award. Sign in to [OVPR-InfoReady](#) and select Progress Reports to complete and submit a report.

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 (IRB); 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 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 brief report detailing what has been accomplished during the award period due by August 31, 2024.
4. Recognition of UFF funding on any outcomes arising from the award.