CHHS Procedures for QTAG Funds

Quick Turn-Around Grant

Submit Quick Turn-Around Grant (QTAG) request at http://www.wku.edu/chhsresearch/qtag.php. Email supporting documentation to the CHHS Dean’s Office at chhs.research@wku.edu referencing your grant submission.

- Funding Cycles follow the Academic Year Calendar: September 1, November 1, February 1, April 1

- Awards will be made within 3 to 4 weeks of the respective deadline and are expected to be spent within three months.

- Faculty may only receive one QTAG award/academic year. Unsuccessful applications may be revised and resubmitted for subsequent funding cycles.

- A final report on the QTAG study is due to the CHHS Dean via chhs.research@wku.edu within 1 month of the QTAG end date. The final report must include study components such as research methodology, materials utilized, participation rate, budget utilization, results, discussion, inference, etc. A sample final report will be provided to the QTAG awardee upon request.

Please note - If the project involves human subjects, animal subjects, export control issues, rDNA/RGZ microbe, or bio-hazards, appropriate institutional approval(s) must be obtained before the project begins and funds are spent. Contact Robin Pyles (robin.pyles@wku.edu) in the Office of Research Integrity for further information or visit http://www.wku.edu/compliance/.

Spending Funds

1) TRAVEL
The departmental office staff will work with you when booking travel. The office associate will send a copy of any invoices to the CHHS Grant Accounts Specialist so charges may be placed on the QTAG index.

2) ORDERING MATERIALS AND EQUIPMENT
The faculty member will be responsible to oversee all purchases for the QTAG. The departmental office staff will provide assistance to the faculty member in-store or online purchases. The faculty member should provide a list of supplies to the departmental office associate in order to determine if the purchase/s require/s a WKU approved vendor. Invoices for procurement card purchases are to be submitted to the office associate noting that the charge is QTAG related. The department office associate will contact the CHHS Grant

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Accounts Specialist to request hardcode approval for procurement card charges associated with the QTAG.
Note: All supplies and equipment become property of the faculty member’s department after the award has ended.

3) PAYING PARTICIPANT INCENTIVES and/or PERSONNEL
Please contact the CHHS Grant Accounts Specialist, Jo Ellen Scruggs, before attempting to pay any incentives. You must follow WKU guidelines for paying wages and participants. [http://www.wku.edu/compliance/irb_payments.php](http://www.wku.edu/compliance/irb_payments.php).

As noted in the letter of approval, please contact CHHS Grant Accounts Specialist (jo.scruggs@wku.edu) for use of these funds.