

RESEARCH & CREATIVE ACTIVITIES PROGRAM (RCAP)

SAMPLE AWARD CONTRACT

I have read the conditions listed below, on which basis I have been granted funds for an internal RCAP award.

- This award is active from the Approval Date to the End Date listed above. RCAP funds must be expended by the End Date, and all expenditures must follow the University's purchasing guidelines and policies for internal grants.
- 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 BEFORE funds are spent.** Contact Paul Mooney (paul.mooney@wku.edu) in the Office of Research Integrity (ori@wku.edu) for further information or visit <http://www.wku.edu/compliance/>.
- The following deliverables are expected within six months after the project end date:
 - **A manuscript for publication and/or paper for presentation at an appropriate professional conference should be submitted, or a work of art, exhibit, or performance (as specified in the application) should have occurred before the final report due date.**
 - **Submission of extramural proposal(s) is expected before the final report due date.**
[mandatory for CATEGORY I awards]
- By accepting this award you may be asked to do modest service to support the research mission of the University. This may include attending brief meetings, serving as a reviewer for internal grant programs, participating in mock review panels for extramural proposals, and/or attending WKU research-related seminars/workshops.
- If the project is not complete within the listed time frame, a progress report, accompanied by a request for an extension of time, must be submitted to internal.grants@wku.edu on or before the end date. The report should contain what project objectives have been accomplished and what objectives remain to be accomplished and why. Please request a reasonable time in which to complete the project by month, day, and year. *Please note that "no-cost extensions" are allowed only in exceptional circumstances.*
- Once the project is complete, the attached one-page final report form, along with appropriate documentation that the expected outcomes of your RCAP project have been achieved, must be submitted to the Office of Sponsored Programs – Potter Hall 301, with copies to your department head and dean, by the final report due date of XX/XX/XXXX. Appropriate documentation includes, but is not limited to, a copy of an external proposal, copy of manuscript/presentation materials, pamphlet noting performance/work of art, etc.
- Any outcomes produced as a result of this award should be archived in TopSCHOLAR - WKU'S digital repository for research, creative and/or scholarly activities: <http://digitalcommons.wku.edu/>

I agree to the conditions of the contract, and I understand that my failure to furnish progress reports and/or achieve the expected project outcomes/deliverables as agreed on here may result in my having to refund all of the money expended to date from my RCAP funds. I also agree that upon completion of my project and/or following the end date of this award any unused funds will be returned to the RCAP index. If I overspend my RCAP funds, I will be responsible for obtaining the funds to reimburse the RCAP index the amount of the overage. I am responsible for verifying and reporting all cost share committed and expended in support of this award, including course release time. All cost share will be expended as outlined in the project budget.