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| **OEL OFFICE USE ONLY** | | |
| * Approved | Amount | * Not Approved |
| Notes: | | |
| Signature |  | Date |
|  | | |

**Undergraduate Research Summer Institute Grant**

# Statement of Acknowledgement / Terms and Conditions

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| --- | --- |
| **Project Title:** |  |
| **Project Leader:** |  |
| **Total URSIG Request:** | **Date:** |

## 

**Department Chair**

I understand the scope of this project and fully support it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Printed Name** | **Phone:** | | | | |
| **Signature** | **Email:** | | | | |
| **COMMENTS:** |  |  |  |  |  |
| **Does this URSIG proposal include funding for course release?** |  |  | Yes |  | No |
| **If yes, do you agree to allow the applicant one course release?** | |  | Yes |  | No |
| *By signing below you are agreeing to allow the applicant this course release, AND you will provide arrangements to cover the applicant’s course.* | | | | | |
| **Signature** | **Date:** |  | | | |

**Financial Manager**

I have reviewed this proposal and agree that it conforms to the budget rules of the University.

|  |  |
| --- | --- |
| **Printed Name** | **Phone:** |
| **Signature** | **Email:** |
| **COMMENTS:** |  |

**Dean**

I understand the scope of this project and fully support it. I have reviewed this proposal and agree that it conforms to the budget rules of the University.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Printed Name** | **Phone:** | | | | |
| **Signature** | **Email:** | | | | |
| **COMMENTS:** |  |  |  |  |  |
| **Does this URSIG proposal include funding for course release?** |  |  | Yes |  | No |
| **If yes, do you agree to allow the applicant one course release?** | |  | Yes |  | No |
| *By signing below you are agreeing to allow the applicant this course release, AND you will provide arrangements to cover the applicant’s course.* | | | | | |
| **Signature** | **Date:** |  | | | |

**Project Leader**

The **Project Leader** must sign the form below to indicate they have read and understand UVU’s policies and procedures (<https://www.uvu.edu/policies/>). The grantee must also receive proper approval from the IRB if the project involves research concerning human subjects and will abide by all General Terms and Conditions of URSIG Grants\*. Identifying any special terms and conditions at the outset is critical to assure appropriate post-award management of the grant. Acceptance of URSIG funds implies acceptance of these terms and conditions. Failure to comply will result in appropriate action relative to university policies and procedures. (e.g. if unauthorized funds are spent, those funds must be repaid through the grantee’s department or school).

## \*General Terms and Conditions of URSIG Grants

Acceptance of a URSIG grant to conduct an approved project obligates the receiver to use the funds as specified in the approved grant application and within university policy, state and/or federal regulations. Any change in the scope or direction of an approved project must be reported to the Office of Engaged Learning prior to implementing the change.

When accepting a grant from the URSIG program, the grantee must become familiar with all relevant university policies, as well as any state or federal statutes, regulations, etc. that may apply. The Office of Compliance Services an assist grantee in addressing such obligations. The grantee must comply with the “*General Guidelines for Managing a URSIG Grant*,” including the timely designation of a responsible party to oversee the financial obligations of the grant. ***Funds cannot be accessed until the grantee attends URSIG Recipient Orientation and receives a BANNER index***. It is important that the grantee put in place a sound plan for maintaining appropriate documentation of expenses and expenditures at the outset of a project. A plan for reporting project outcomes should be completed as early as possible in the project.

URSIG Grantees will be expected to complete all of the following:

1. Grantee must attend Recipient Orientation held TBD before access to the funds will be permissible.
2. Grantee report.
3. Online template for Accountability Report within 2 months from the completion of the project (this may be published in the annual report).

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| --- | --- |
| **Printed Name** | **Phone:** |
| **Signature** | **Email:** |