

RESEARCH & CREATIVE ACTIVITIES PROGRAM (RCAP)

SAMPLE AWARD CONTRACT

I have read the conditions listed below as set forth by the Office of Research and Creative Activity (ORCA) on which basis I have been granted funds for an internal RCAP award.

- This award is active from the Start 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. Deviations from the approved project budget must be [requested](#) and approved by RCAP administrators prior to spending. No spending can occur prior to the start date. **All procurement card and requisition/purchase orders must be made 30 days prior to the End Date.**
- 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 the Office of Research Integrity (ori@wku.edu) for further information or visit <http://www.wku.edu/compliance/>.
- The following deliverables are expected within five 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 a one-time extension](#), must be submitted before the End Date. The report should contain what project objectives have been accomplished and what objectives remain to be accomplished and why. *Please note that one "no-cost extension" is allowed only in exceptional circumstances.*
- By the final report due date, the attached final report form must be submitted to the Office of Research and Creative Activity (ORCA) – Wetherby Administration Building 209 along with appropriate documentation that the expected outcomes of your RCAP project have been achieved. 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. Copies of the final report should be provided to your department head and dean.
- 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 obligate me to refund all expenditures to date from my RCAP award. 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 RCAP. If I overspend my RCAP funds, I will be responsible for obtaining the funds to reimburse RCAP in the amount of the overage.