

**Internal Grant Application Cover Sheet**

**Type(s) of award(s) sought:**

- |                                  |  |
|----------------------------------|--|
| Faculty Development Travel Grant | Student Assistant Grant                |
| Grant-in-Aid of Research         | Summer Faculty Fellowship for Teaching |
| Improvement of Teaching Grant    | Summer Faculty Fellowship for Research |
|                                  | Other _____                            |

**Applicant's Name:** \_\_\_\_\_

**Title & Department:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ (grant applications only)

**Special Needs. Does this project involve:**

- Human Subjects      Laboratory Animals      Biohazards

If so, please provide your application number and the most recent approval date from the appropriate committee (IRB or IACUC) \_\_\_\_\_

**Terms & Conditions:**

1. Substantial deviations from grant budgets are not to be made without prior authorization and funds not needed for the projects described should be promptly returned.
2. A progress report will be submitted by October 1 of each year until funds are expended or the project is completed.
3. Because some projects supported through Grants-in-Aid of Research or Teaching may yield royalties or other income to the grantees, each applicant agrees, as a condition of the award, to repay the University fund from such personal income when the amount is in excess of \$100 in any year. Thus, each year that the income exceeds \$100, the recipient is obligated to repay to the University fund one-half of such excess until the grant is repaid.
4. It is understood that letters of reference solicited in connection with this application are confidential, and the applicant waives any right to request access to such letters.
5. The conduct of projects and management of funds under this award will adhere to the policies described in the IU Southeast Research Policy Manual/Faculty Manual and Policies and Procedures Manual, and to all laws and policies with regard to research involving live human or animal subjects or hazardous materials.
6. IU Southeast support will be appropriately acknowledged in presentations and publications resulting from this award.

In signing this application, the applicant signifies having read and agreed to these conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_