

University Research Council (URC) Grant Awards Frequently Asked Questions

I've received a letter stating that I was awarded a URC grant. What do I do now?

Required approval(s): If your research will include human or animal subjects, radiation or recombinant DNA research, you need to obtain IRB (Institutional Review Board), IACUC (Institutional Animal Care and Use Committee) and/or Institutional Biosafety Committee (IBC) approval before you begin your project. The Compliance Specialist in OSP can assist you with the proper procedure to follow to obtain the necessary approval(s).

What dates do I need to keep in mind as I am working on my URC project?

The timeline for your award is as follows:

7/01/2024	Grant period begins
6/30/2025	Grant period ends, OSP closes account
8/31/2025	Comprehensive final report is due in OSP (narrative and match documentation)

I'm excited about getting started with my project but is there anything I need to take care of before I begin?

Meet with your Chairperson and/or Dean – Your Chair and Dean received a copy of the award letter so they should be aware that you have been awarded a URC grant. You should meet with them or their clerical assistants to discuss the matching funds that your department and/or college have committed.

Remember that it is your responsibility to make the necessary arrangements to access and utilize the contributions that have been committed by your Department and College.

After I begin spending money on my project, what if I find that I need to move funds between line items in my approved budget?

If you find that you need to spend funds a little differently than anticipated, you can send an email to Sponsored Projects (sponsoredprojects@wiu.edu) and request approval to move funds between line items. The email will need to include the dollar amounts to be transferred and a justification for the transfer.

What if I see that I cannot finish the project by the official end date of my grant?

URC projects are awarded with the expectation that the work proposed by the Project Director will be completed within the 1-year timeframe within which the project was proposed and funded.

Time extensions are only allowed under unusual circumstances.

When is the final report due?

The final report is due in the Office of Sponsored Projects 60 days after the end date of the grant.

Can you give me more information about the format of the final report?

The comprehensive final report actually consists of two parts:

1) Narrative report on the project

The final narrative report should be a summary of what the project was, how it was implemented, and the results it produced. A publication reprint will suffice for the report if one is available at the time the report is due. Notice of any publication resulting in whole or in part from the URC award should acknowledge the URC support and should be sent to the Office of Sponsored Projects.

2) Documentation of Matching Expenses

A form was attached to the original email. It is your responsibility to ensure the matching funds are accessed, documented and reported to Office of Sponsored Projects. A reduction in matching expenses may result in a reduction of the URC grant.

Summary of Project Director's Responsibilities:

1. Acquiring any approvals outlined in the award letter
2. Discussing with the Dean/Chair procedures for utilizing matching funds
3. Arranging clerical assistance, you may need from your department
4. Overall management of budget
5. Preparation and submission of final report (narrative and match documentation)
6. Exploring possible external funding sources for continuation of the project beyond the URC award

Who do I contact with additional questions?

Questions about budget transfers, final reports, etc. or general URC questions

Office of Sponsored Projects

Phone: 298-1191

Email: sponsoredprojects@wiu.edu

Questions about Institutional Review Board, Institutional Animal Care and Use Committee, or the Institutional Biosafety Committee approval

Trent Gentry, Compliance Specialist, Office of Sponsored Projects

Phone: 298-1191

Email: irb@wiu.edu, iacuc@wiu.edu

Questions about travel

Rhonda Vail, Business Office

Phone: 298-1811

Email: rk-vail@wiu.edu

Questions about hiring student employees

Student Employment

Phone: 298-1971

Email: studentemployment@wiu.edu

Questions about hiring Graduate Assistants

Deborah Edwards, Graduate Studies

Phone: 298-1806

Email: da-edwards@wiu.edu

Questions about potential external funding sources, grant proposal preparation

Kari Woodrum, Pre Award Grants Specialist, Office of Sponsored Projects

Phone: 298-1191

Email: kn-woodrum@wiu.edu