

Busch Biomedical Grant Program Award Terms & Conditions

All research team members agree to follow all Rutgers University policies on the use of university funds and research protocol as well as the below Busch Biomedical Grant Terms and Conditions. Violations of these policies may lead to termination of the grant.

GRANT AMOUNT: The Office for Research will pay the awardee the total grant amount specified in the Notice of Award letter.

DISBURSEMENT OF FUNDS: Funds will not be distributed until all compliance requirements are met and a project account is set up by the awardee's department. Awardees must enter their award in RAPSS, with Office for Research as the grant sponsor. All compliance requirements must be met within the RAPSS system (human subjects, animals, COI, etc.). Once the RAPSS process has completed, the awardee's business office must set up a project number associated with this grant. Awardee's business office must email [Charles Mathews](#), Business Manager, with the project number and applicable COA for your award and cc [University-Wide Funding Opportunities](#) Team. Once the Office for Research obtains this project number, the Office for Research will release your grant funds.

USE OF FUNDS: You may not use funds provided under this agreement for any purpose other than the project, as described in your application. You may not use Grant Funds to reimburse any expenses that were incurred prior to the Start Date or after the End Date. University-Wide Funding Opportunities team must approve in writing any Budget cost category change of more than 20%. Changes to the scope of work must be approved by the University-Wide Funding Opportunities team in the Office for Research.

ALLOWABLE EXPENSES: Grant funds may be used for the following:

- To purchase equipment, tools, instruments, etc. under \$5,000. Title to such equipment remains with the University, in accordance with University regulations.
- To pay wages to research personnel and fees to computer programmers or other specialized technicians.
- To purchase expendable supplies and materials.
- To finance travel to places where essential and unique materials of research are available, such as libraries, archives, specialized laboratories, and geographical areas or sites.
- To rent equipment, tools, and instruments.
- To purchase software that is specifically designed to aid in the conduct of your research as indicated on your award.

UNALLOWABLE EXPENSES: Grant funds may not be used for the following:

- Summer salary, salary replacement, or salary supplement for faculty team members.
- Any general scholarly purpose not directly and specifically required for this project. (For example, non-allowable expenses include purchase of software that is not specific to this project; memberships in professional societies; journal subscriptions; or book purchases.)



- Expenses and activities not directly related to the specific project described in the funded proposal.
- Expenses related to the funded project which occur outside of the grant term.
- Entertainment expenses.

TERM: This agreement commences on the Start Date and continues until the End Date, unless terminated earlier as provided in this agreement. The Office for Research, in its discretion, may approve in writing any request by the awardee for a no-cost extension, including amending the End Date and adjusting any affected reporting requirements.

RETURN OF FUNDS: Any Grant Funds that have not been used for, or committed to, the Project upon expiration or termination of this agreement must be returned promptly to the Office for Research.

TRANSFER OF AWARD: The Office for Research, in its discretion, may approve in writing a request by the awardee to transfer the award to another Rutgers faculty member. Request can be made in cases of awardee retirement or transfer out of Rutgers.

REPORTING: Awardees must submit a Final Report within 3 months of the end of their grant term. The Office for Research will send awardees the Final Report form at the end of the award period. The final report will request an update on progress achieved during the grant term, a final budget and accounting of grant funds, any publications that result from the work, as well as information on any external funding submissions at the end of the grant term. The Office for Research may reach out annually to request information on any future external submissions or awards that were a result of work completed under the Busch Biomedical Grant.

PUBLICATIONS: All publications resulting from research sponsored by the Office for Research shall give the following or similar credit: "This research was made possible in part with support from a Busch Biomedical Grant from the Office for Research at Rutgers."

RESEARCH COMPLIANCE: You will conduct, control, manage, and monitor the project in compliance with all applicable ethical, legal, regulatory, and safety requirements, including applicable international, national, state, local, institutional requirements. You will obtain and maintain all necessary approvals, consents, and reviews before conducting the applicable activity.

1. All awardees will maintain an up-to-date Conflict of Interest through the eCOI form in compliance with the Rutgers University Investigator Conflict of Interest Policy [90.2.5](#)
2. For any project involving children or vulnerable subjects, awardee will obtain any necessary consents and approvals unique to these subjects
3. For any project involving human subjects, awardee will obtain any necessary consents and approvals required by the Rutgers Human Subjects Protection Program (HSPP) and Institutional Review Board (IRB)
4. For any project involving the use of vertebrate animals, awardee will obtain any necessary approvals from the Institutional Animal Care and Use Committee (IACUC)