

Policies and Procedures for CIRA Awardees Contract

By accepting this award you agree to the following policies and procedures and are responsible for your CIRA grant.

Use of CIRA funds: The funds in your grant must be used for the purposes stated in your approved proposal budget. Budget revisions must be approved by Andrew Wachtel, Dean of The Graduate School. Please send requests to Mary Pat Doyle at mdoyle@northwestern.edu. Funds may not be used retroactively. Please note that there are university guidelines for expenditure of funds, especially those dealing with salaries. For example, if your budget includes payment to a member of the university community, there is a benefit attached to the salary that must come out of your budget. Also, be aware that you must have original receipts, or a credit card receipt, in order to be reimbursed from the CIRA account set up in your department.

- All unused funds must be returned to CIRA at the end of the project year.

Reports: Within two weeks of your project's end date you are required to send a final report, which includes:

- a final financial statement of how the award was expended;
- a one page narrative summary of the project, for example: the actual work accomplished, personnel involved, performance or exhibition, audience, etc.;
- a brief narrative describing the impact this grant will have on your career; and
- documentation (if possible) of your project, for example, a video tape, audio tape, printed materials, slides, etc.

Your report must be submitted to Mary Pat Doyle in The Graduate School at the end of the project period. Failure to submit the required report will disqualify you from future CIRA consideration.

Published papers/art: If papers are published on the basis of this grant, or art is created using this grant, please cite Northwestern University, the Center for Interdisciplinary Research in the Arts Committee in the credits. For example: "Partially supported by a Grant from the Center for Interdisciplinary Research in the Arts Committee at Northwestern University."

Publicity and programs: CIRA's name must be listed as a sponsor on all publicity and programs. For example: "Partially supported by a Grant from the Center for Interdisciplinary Research in the Arts Committee at Northwestern University."

Setting up funds:

- Funds will be available for the project period listed in your award letter, providing you have signed and returned this contract. Expenditures must be used for this project only. No expenditures will be allowed beyond the project end date. Funds not used by the end date of the grant will revert to CIRA.
- To receive funding, please have the appropriate person in your school or department establish a **new** designated fund account for this award. A completed Request for New CUFS Account form with a copy of your CIRA award notice and approved budget should be forwarded to your dean's office for approval and submission to the Budget Office. When you have received notification that the account has been opened, inform Mary Pat Doyle in The Graduate School of the account number via email [<mdoyle@northwestern.edu>](mailto:mdoyle@northwestern.edu) so that she can initiate a transfer of CIRA funds to the new account.
- Funds may not be transferred out of your CIRA account into another account.

If your award has not been transferred to your new account within two (2) months from the date on your award letter, your award is cancelled and the funds are returned to the CIRA Committee.

I have read the policies and procedures and the guidelines for the final report. I agree to adhere to them.

Name printed

Signature

Date

Please make a copy of this contract for your files and reference.

Send the original to:

Mary Pat Doyle, The Graduate School, Crown 1-502, Evanston Campus 1113.