

Subvention Awardees Contract: URGC Policies and Procedures

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

Use of subvention funds: The funds in your subvention must be used for the purposes stated in your approved subvention 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 subvention account set up in your department.

- All unused funds must be returned to the URGC within one year of the date of your subvention award letter.

Reports: A final report must be submitted via email to Mary Pat Doyle (mdoyle@northwestern.edu) in The Graduate School at the end of your award period. Failure to submit the required report will disqualify you from future URGC consideration. Your report should include:

- A final financial statement of how the award was actually expended.
- A brief statement describing the outcome of the award. If the award was for the author, what did you accomplish with this award? If the award went to the publisher, please provide the book's publication information.

Published work: Please request acknowledgment of publication co-sponsorship.

Setting up funds:

- Funds will be available beginning with the date of your award letter, providing you have signed and returned this contract. Expenditures must be used for this subvention only. No expenditures will be allowed beyond one year of the date of your subvention award letter. Funds not used by the end date of the subvention will revert to URGC.
- 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 subvention 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 Pat Mann, Assistant Dean in The Graduate School, via email <p-mann@northwestern.edu> of the account number so that she can initiate a transfer of subvention funds to the new account.
- Funds may not be transferred out of your subvention account into another account.

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.