

**Office of the Provost  
Santa Clara University**

**UNIVERSITY GRANT CONDITIONS**

December 19, 2011

Some latitude in carrying out your project is reasonable and expected. Any substantial deviation from the project as described in your proposal, however, must be approved in advance by the Associate Provost.

**Your department or school is responsible for any overdraft or other financial risk associated with this grant.**

**Equipment and software purchased with grant funds remain the property of the University.** When books are purchased with grant funds, they should ordinarily be ordered through the appropriate University library for the permanent collection. All purchases and reimbursements for expenditures must be made in accordance with University policy and procedures.

**Any funds unspent by the expiration date will be returned automatically to the University unless an extension has been granted by the Associate Provost.**

Any publication resulting from your project should acknowledge the grant by name and state that it was awarded by Santa Clara University. For example: "This project was supported in part by a Thomas Terry (or IBM or Presidential) Research Grant awarded by Santa Clara University."

If your grant is for a research project, you are strongly encouraged to work with the Sponsored Projects Office to develop a plan for obtaining future external funding for your research.

If you will be using grant funds to pay a student employee, please follow university guidelines for posting the job opening and obtaining student employment authorization: <http://www.scu.edu/careercenter/students/studentemployment/>. Grant funds may not be used to pay for student tuition or fees.

The University Finance Office process for Independent Contractors requires that a request form be completed prior to the performance of the service, that the form be signed by a supervisor (for example, a chair or dean), and that the form be approved by Accounts Payable according to IRS regulations. If the request form is approved, you (as a representative of the University) and the Independent Contractor must also sign the form. Please refer to Independent Contractor Guidelines at the University Finance Office web site at <http://www.scu.edu/finance/forms/>.

Reimbursement requests for faculty business expenses should be approved by the faculty member's chair, dean, or associate dean. In no case should faculty approve their own reimbursements. Chairs with grants should request approval from associate deans or deans. IRS guidelines also require proper approval to prevent payments from being considered additional income.

Proposed research that entails the use of human subjects, laboratory animals, radiological hazards, biohazards, or recombinant DNA must comply with University policies. Please consult the SCU Office of Research Compliance and Integrity web page for more information. If compliance committee approval is needed for a project, then such approval must be obtained before any grant is awarded.

Within one month of completing your project you should submit a brief report to your Chair, Dean, and Vice Provost for Academic Affairs. This report should include the following: title of project; grant source and amount; date grant was approved and date completed; brief description of work accomplished on the funded project; and evidence of results, such as publications (complete citations), working papers, creative works, exhibitions, performances, new courses or curriculum innovations, and/or external grant applications and their disposition.

Except in unusual circumstances, you will not be eligible for another University grant until you have completed this one and submitted a final report. It is possible that, because of increased demand for internal grant funds, a longer interval between grants may be announced in the future.

Questions about these guidelines should be directed to Amy Shachter, Associate Provost for Research and Faculty Affairs, at [ashachter@scu.edu](mailto:ashachter@scu.edu) or extension 7041.