



**Procedure: POST-AWARD
MONITORING OF
RESEARCH SUPPORT**

**Policy: RESEARCH AND
SCHOLARLY ACTIVITY**



Procedure: Post-Award Monitoring of Research Support

Functional Area: ADMINISTRATIVE

Policy Referenced: Research and Scholarly Activity

Status: Approved

Effective: June 25, 2020

Procedural Contact: Associate Dean of Research and Innovation

Responsible Office: Research and Innovation

Last Reviewed/Updated: New procedure

Purpose: The purpose of this document is to outline the procedure for post-award monitoring of progress made using funds allocated for support of research and scholarly activity through the UIWSOM Faculty Seed Grant and Learner Research Award programs.

Policy Reference: Research and Scholarly Activity

Procedure:

- 1) Mid-Term review: Presentation of progress made during the first half of the funding period.
 - a) The awardee will present a written summary of no more than 5 pages describing the progress made and problems encountered during the first half of the award. This should be presented to the ORI at least one week prior to the oral presentation described in item (b).
 - b) The awardee will appear before the Research and Scholarly Activity Committee (RSAC) to present a 10-15 min oral summary of the project and the progress made and problems encountered. After review of the written and oral progress reports, a simple majority vote of the RSAC will determine if:
 - (1) Progress is satisfactory
 - (2) Additional resources may be necessary to overcome problems encountered.
 - (3) Progress has been marginal.
 - (4) Progress has been unsatisfactory and funding is terminated.

- 2) Final progress report: Submitted within 30 days of end of funding.
 - a) The awardee will submit a final progress report of 7-10 pages detailing:
 - (1) The original goals of the project
 - (2) Progress made during the funding period
 - (3) Technical or other problems that reduced progress
 - (4) Any scholarly activity disseminated as a result of the project. Please include a copy of any abstracts and or manuscripts resulting from the project.
 - (5) A detailed description of the utilization of funds during the funding period.
Provide proof of prior approval from ORI for items purchased that were not requested in the original application budget.
 - (6) The awardee should indicate if he/she plans to request additional funding from ORI and/or extramural funding due to the results of the study.
 - (7) After review of the final progress report a simple majority vote of the RSAC will determine if progress was satisfactory or unsatisfactory. A decision of unsatisfactory must be noted in future intramural funding requests from ORI.
 - b) Failure to provide a final progress report will preclude the applicant from receiving any future research or travel funding from the ORI.