

Terms and Conditions for University Wide Interdisciplinary Research Center (UWIRC) Awards

Period of Performance

A UWIRC is funded for period of five fiscal years after the date of the original award notice. Pilot programs may be awarded in smaller amounts and for shorter periods of time. There will be an annual review of each UWIRC (progress report). Continued funding will be contingent on satisfactory progress towards the goals outlined in the proposal, submission of an annual progress report, active participation in the Council of Center and Institute Directors (COCID) and related activities, and availability of institutional funds.

Funding Attribution

The UAB **Office of Research** should be listed as a funding source in any attribution statements associated with Center operations, including marketing materials for events and symposia, research presentations, and research papers.

Award Disbursement

The UAB Office of Research's funding for a UWIRC is a fixed amount each fiscal year generally determined by merit. The funding for each UWIRC is determined at the time of the original award notice and stated in the award letter. Continued support is contingent on availability of funds and successful progress toward goals. A separate school account is set up for each UWIRC award. Each account is budgeted and funded based on the UWIRCs annual award amount. One-half of the awarded funds will be released each year by December 31 contingent on satisfactory progress toward stated goals. The second half of the awarded funds will be released each year by June 30.

Use of Funds

Funds provided by the UAB Office Research may only be used by the UWIRC for the purpose of activities outlined in the approved UWIRC application. These funds may not be used to reimburse any expenses incurred outside of each fiscal year. A UWIRC's expenses, in a given fiscal year, should not exceed its total annual budget, provided by all sources, plus any reserve of unspent funds.

Allowable administrative expenditures:

- The UWIRC Director and Associate Director (if applicable) are each required to commit at least 10% effort toward their work with the Center.
- The UWIRC Center Director and Associate Director are limited to charging 10% + fringe at the maximum of the current **NIH cap** to the Center budget. The salary limit is applicable to each Director and Associate Director, individually.
- The UWIRC administrative staff support + fringe is limited to 35% of the total budget request. The Office of Research recognizes there are some unique UWIRCs that rely more heavily on personnel resources to deliver impact. These UWIRCs can and should provide robust justifications in their original application and progress reports for an administrative support request of over 35% of the total budget request.

Unallowable expenditures:

- Undocumented lump-sum transfers of funds out of a UWIRC account without prior approval from the UAB Office of Research.
- Cell phone and/or computer usage charges without prior approval from the UAB Office of Research.
- Organizational membership dues for individual Center members.
- Excessive (>5% of total UWIRC budget) expenditures on meals and/or refreshments without prior approval of the UAB Office of Research.

Budget Modification

During the annual operation of the UWIRC, the Center Director may decide that budget changes are needed to meet the requirements of the UWIRC. Flexibility in the budget is allowable to meet the UWIRC goals. The Center Director must submit a written request to the UAB Office of Research for prior approval to significantly re-budget, defined as a budgetary variance in any category of 10% or more.

Return of Funds & No Cost Extension

Any UWIRC funds that have not been used by the UWIRC by the end of each fiscal year will be returned to the UAB Office of Research, unless a no cost extension is approved by the Office. Center Directors may request a no cost extension to use unspent funds in the first 90 days of the next fiscal year. The extension request, justification, time period and amount must be requested by August 31 of the current fiscal year and must have appropriate documentation (e.g., draft offer letter, equipment quote). A reserve of no more than 20% of the annual UWIRC award may be maintained from year to year.

Access to Accounts and Financial Reports

To allow for effective financial management and oversight of the UWIRC awards, key Center personnel must have appropriate access to UAB's Oracle Financial System. The Center Director, Administrator, and Financial Officer (if applicable) will be designated as the individuals authorized to sign and approve the expenses for the UWIRC. The Center Director (or designee) must provide the contact (name, email, phone number, account details) information for each role to the UAB Office of Research, Director of Administration and Fiscal Affairs on an annual basis. These designated individuals will have access to their UWIRC specific accounts and workflow approvals. The UAB Office of Research does not need to sign payroll, payment request, journal entries, or other expenditure documents associated with this funding. Personnel positions will be created and managed within the Center's department, not the UAB Office of Research.

Financial Oversight and Reporting

Monitoring: The Center Director must ensure the UWIRC account expenses are as budgeted, complying with budget or re-budget requirements. Center Directors are responsible for ensuring the selection of personnel and purchase of equipment and supplies in accordance with the award budget and UAB policy and procedures.

Reporting: Toward the end of the fiscal year, a progress report is due, with material that may include:

- Overarching Goals from the previous year and how the Center addressed them
- Overarching Goals for the next year and how the Center plans to address them
- Narratives describing the impact of the UWIRC in the areas of:
 - Research & Scholarship
 - Training Programs
 - Collaborative Environment
 - Community Engagement
 - Pilot Programs
 - Faculty Recruitment & Retention
 - Philanthropy
 - Entrepreneurship
- Leadership Plan Report
- Membership Report
- Center account number(s) and Budget showing FY25 Expenditures (to date and planned)
- List of Pilot Grants from the last four years and all resulting projects and funding resulting from them

Compliance

Compliance with federal and state laws and UAB policies in carrying out the business of the UWIRCs is required. UWIRCs are required to comply with all applicable federal and institutional policies including the use of human subjects, the care and use of animals in research, conflict of interest, export controls, intellectual property management, and responsible conduct of research.

Termination

The UAB Office of Research may modify, suspend, or discontinue any payment of funds or terminate this award if: A) an unsatisfactory progress report is submitted, B) there are significant changes to the scope of the UWIRC as described in the original application, or C) the Center Director fails to comply with the requirements of UWIRC designation, the UAB Policy on Centers and Institutes, or the UA System Board Rule 503.