

4-VA Grant Memorandum of Understanding

Letter of Agreement for Approved Project Funding

Virginia Tech Faculty Name

Project Title:

Year Awarded:

Project Type:

- Collaborative Research
- Complementary Funds (for research)
- Course Redesign
- Collaborative Endeavors

This letter of agreement confirms that those persons for whom a signature is affixed have reviewed and understand the complete information provided including the requirements and expectations associated with the receipt of 4-VA Complementary Funding based on the grant application process, final proposal document, and contents of this MOU.

Signatures also indicate agreement with and confirmation of all information provided in the proposal form, narrative and anticipated expenses as outlined in the final proposal document associated with the signature of this letter.

Further, signatures indicate a commitment to the following:

- Faculty member commits to:
 - completion of all activities detailed in the final grant proposal or the completion of an amendment when changed circumstances are known
 - participation in at least one 4-VA grant showcase event
 - full compliance with required 4-VA assessment activities as described in Attachment A



- complete project within 1 year (unless otherwise agreed upon) of disbursement of funds
- return unused funds to Virginia Tech 4-VA

Failure to comply with these commitments will result in the rescindment of funding and ineligibility for future funding through any TLOS or 4-VA Grant Program.

Virginia Tech Principle Investigator

Print Name:

Title:

Signature:

Date:

Faculty's Department/Program Financial Management Contact Information

Please note that the departmental financial contact will be responsible for ALL monthly reconciliations.

Print Name:

Phone:

Email:

Signature:

Fund Code

(for complementary fund requests only):

After signatures have been obtained, submit a copy of this letter with the funded proposal via email to Will Fox at willfox@vt.edu or via campus mail

Will Fox, 4-VA Grants Manager
1140 Torgersen Hall (0292)

Virginia Tech 4-VA Representatives

Jianqiang Zhang, 4-VA Grants Manager

Date:

Signature

Christa Miller, 4-VA Deputy Campus Coordinator

Date:

Signature

Attachment A: Assessment and Evaluation Expectations

4-VA grantees will receive assessment questionnaires throughout the grant project that serve as a status report. 4-VA expects grant recipients to participate in assessment activities throughout the duration of the project in addition to the final report. Continued funding requires the completion of 4-VA reporting requirements.

Regular 4-VA Reports and Assessments

Faculty members are required to complete a 4-VA assessment survey twice a year for funded projects. These assessments are vital to our 4-VA annual report and participation from faculty is imperative.

Final Reports and Assessments

After grant funding has commenced, faculty will be asked to provide a final report which should include references for

- Publications resulting from 4-VA project
- Conference presentations resulting from the 4-VA project
- Applied or awarded external grant funding that stemmed from the original 4-VA project

You may be prompted to give this information during your grant, but please feel free to reach out to either the 4-VA Grants Manager or the 4-VA Deputy Coordinator as these opportunities arise.

Acknowledgements

Faculty are expected to acknowledge 4-VA support as a part of publications using the following language:

- This research was funded by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia; OR
- This research was funded in part by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia.

*Please use the updated 2016 4-VA logo (attached file) on any related materials.

Proof of Certification

Proof of IRB, IBC, or IACUC certification is required for collaborative endeavors that are research projects involving human subjects, biohazards, or animal subjects unless the project is exempt. If an IRB is not in place, it must be obtained and provided to the grant committee prior to the commencement of the project. We ask that faculty obtain IRB for human subjects research even if they do not intend to submit their findings for publication. If this research is exempt from IRB requirements, a written explanation must be provided to the 4-VA Deputy Campus Coordinator as part of the final proposal packet.