By applying for and/or receiving funds from the Graduate and Professional Student Government Grant Program (GPSG Grant Program), I agree to the following:

1. **Definitions:** “Granted funds” shall be those awarded to grant applicants by the Graduate and Professional Student Government (“GPSG”). GPSG observes a standard fiscal year, which runs from July 1 to the following June 30.

2. I am enrolled as a graduate student at the University of Iowa.

3. All granted funds shall be used for the purpose(s) specified in the grant application; exceptions may be made by the Grants Director with the concurrence of either the GPSG Chief Financial Officer or President only in extraordinary circumstances.

4. Granted funds are made available through the University of Iowa Student Organization Business Office (“SOBO”). Grant recipients must comply with the rules, regulations, and procedures set out by SOBO for using and claiming granted funds.

5. Granted funds awarded for the purpose of travel shall not roll over between fiscal years; funds unclaimed at the end of each fiscal year are forfeited. Special exceptions may be made by the Grant Director in the event the recipient plans to travel in June.

6. GPSG may freeze, restrict the use of, or revoke granted funds in the event of: (a) violation of these terms and conditions, (b) malfeasant use of granted funds, (c) dishonesty or impropriety by grant applicant/recipient, (d) violation of applicable University policies or procedures, or (e) other reasons agreed to by the Grants Director and GPSG President.

7. All granted funds shall be assigned an expiration date by the Grants Director. Any unclaimed granted funds shall be forfeited after the expiration date has passed.
   a. The expiration date for granted funds for travel shall be set 60 days after the date(s) of travel to claim granted funds by filing all required paperwork at SOBO unless said travel occurred during the summer or winter recess, in which case the expiration date shall be set 120 days after the date(s) of travel. The Grants Director shall set the expiration date for research and service grant awards one calendar year after those awards are approved.
   b. The Grants Director may change the expiration date of granted funds, provided the Grants Director informs grant recipients of the change with sufficient time to allow them to claim funds.

8. **Human subjects:** All research involving human subjects must be approved by the University of Iowa Institutional Review Board (IRB) before grant recipients may claim granted funds. For more information, see [https://research.uiowa.edu/hsr/](https://research.uiowa.edu/hsr/).

9. **General restrictions:** the following are general restrictions imposed on expenditure of granted funds.
   a. Granted funds may not be used to pay for organizational memberships regardless of whether those memberships are a prerequisite for presenting at a professional conference or meeting. Travel funds may only be used for travel related expenditures.
   b. Granted funds may not be used to pay for salaries or wages.
   c. No grant applicant may apply for more than one grant for any single project, trip, or other expense. Applicants that submit multiple applications for the same project, trip, or other expense shall be automatically denied funding for all applications.
   d. Only individuals may apply for grant funds. GPSG will not award travel funding to groups or to departments.
   e. Durable goods/supplies: granted funds shall not be spent on durable goods/supplies (e.g., computers, printers, other electronic equipment), except in cases where the Grants Director and/or GPSG President gives special permission. Special permission shall only be given when no feasible
alternative to the purchase of durable goods exists, the requested durable goods are of vital necessity to the funded project, and a high likelihood exists that all granted funds will revert to the Grant Program if the durable goods are not purchased. Durable goods purchased with special permission are the property of the University of Iowa and under the control of the Graduate and Professional Student Government, and shall only be used for the purpose of completing the project for which funds were granted. It is the responsibility of the grant recipient to contact the Grants Director prior to the termination of the grant period to establish a plan for use of the durable goods after the term of the grant have ended. If a plan is not established in a timely manner, the grant recipient shall be responsible for reimbursing the Grant Program the entire purchase price of the durable goods in question. Additional conditions and regulations for the use of durable goods may be imposed by the Grants Director and/or GPSG President.

10. GPSG may require grant recipients to provide updates on research/service/travel progress. Failure to provide requested updates shall result in forfeiture of granted funds.

11. GPSG reserves the right to amend these terms and conditions at any time without prior notification.