

## CHHS Procedures for Quick Turn-Around Grant (QTAG)

Submit Quick Turn-Around Grant (QTAG) request at <http://www.wku.edu/chhsresearch/qtag.php>. Email supporting documentation to the CHHS Dean's Office at [chhs.research@wku.edu](mailto:chhs.research@wku.edu) referencing your grant submission.

- Funding Cycles: Requests must be submitted by the last day of the month. Awards will be made by the 15th of the following month.
- Faculty may only receive one QTAG award per academic year. Unsuccessful applications may be revised and resubmitted for subsequent funding cycles.
- Dissemination of the awarded project is anticipated at a future CHHS Research Seminar or other college-sponsored research activity
- A one-page **status report** on the QTAG-funded project is due to the CHHS Faculty Fellow for Research via [chhs.research@wku.edu](mailto:chhs.research@wku.edu) by **May 15<sup>th</sup>** of the academic year. The report must include outcomes and impact.

***Please note** - If the project involves human subjects, animal subjects, export control issues, rDNA/RGZ microbe, or bio-hazards, appropriate institutional approval(s) must be obtained before the project begins and funds are spent. Contact Robin Pyles ([robin.pyles@wku.edu](mailto:robin.pyles@wku.edu)) in the Office of Research Integrity for further information or visit <http://www.wku.edu/compliance/>.*

### **Spending Funds**

#### **1) TRAVEL**

All travel must be approved prior to the travel date via Employee Travel Authorization form. Follow [CHHS travel process](#); make a comment within the authorization form that the cost will be covered by a CHHS QTAG. Faculty will work with their departmental office staff to book travel and make any pre-pay arrangements. The office staff will send a copy of any invoices to the CHHS Grant Accounts Specialist so charges may be placed on the QTAG index. Submission of a Travel Voucher is required after the event. Follow the [CHHS travel process](#) for submission.

#### **2) ORDERING MATERIALS AND EQUIPMENT**

The faculty member will be responsible to oversee all purchases for the QTAG. The departmental office staff will assist the faculty member with pro-card purchases. The faculty member should provide a list of supplies to the departmental office associate to determine if the purchase/s require/s a WKU approved vendor.

Invoices for procurement card purchases are to be submitted to the office associate noting that the charge is QTAG related. The department office staff will contact the CHHS Grant Accounts Specialist to request hardcode approval for procurement card charges associated with the QTAG.

*Note: All supplies and equipment become property of the faculty member's department after the award has ended.*

#### **3) PAYING PARTICIPANT INCENTIVES**

Please contact the CHHS Grant Accounts Specialist, Jo Ellen Scruggs, before attempting to pay any incentives. You must follow WKU guidelines for paying wages and participants. [http://www.wku.edu/compliance/irb\\_payments.php](http://www.wku.edu/compliance/irb_payments.php).

#### **4) PERSONNEL (Student Employees)**

Faculty are to work with their office staff to hire student employees for their project. Note that the employee can be charged to the QTAG index (contact the CHHS Grant Accounts Specialist for more information).

*As noted in the letter of approval, please contact CHHS Grant Accounts Specialist ([jo.scruggs@wku.edu](mailto:jo.scruggs@wku.edu)) for use of these funds.*