

Instructions to Get AU Research / Creative Grants

1. Upon the research contract (AU-R1) signing, the researcher must submit a project proposal, a project budget form, and a copy of the research contract to the Office of Financial Management in order to get the First Installment. Any prepaid expenses for the research project prior to the contract signing cannot be reimbursed; thus the researcher must be responsible for the aforementioned expenses.

2. In case the researcher needs more time to complete the research project, a request for time extension must be submitted to the “*Research and Academic Services Support Committee*” along with the progress report.

3. The funds granted will be paid in three installments:
 - a. 30% of the total amount after the Contract of Research Grant is approved and signed.
 - b. 40% of the total amount after the researcher submits the progress report approved by the Research and Academic Services Support Committee.
 - c. 30% of the total amount after the Research and Academic Services Support Committee approves the final report.
 - d. Within one month after project termination, a financial report on the actual expenses incurred, receipts and related documents must be submitted to the Office of Financial Management, any remaining cash on hand from the previous installments must be indicated as well. Failure to do this could lead to the fact that your next prospective proposal will not be considered.

Acknowledged

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Researcher
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