

**Carleton University  
International Research Seed Grant  
Terms and Conditions**

1. **Term:** Two years as indicated on the Notice of Decision. No extensions will be granted.
2. **Appointment status:** If, during the period of the award, the grantee resigns from his/her current appointment with the University, the grant will be terminated. Any unspent funds will be returned to the University.
3. **Financial regulations:** This award is subject to Carleton University's policies on fund management: <https://carleton.ca/financialservices/policies/>  
  
Research expenses are expected to be in accordance with the approved budget as set out in your grant application. A budget must be resubmitted for approval for deviations exceeding 50% of the total award.
4. **Deposit of funds:** Funds are deposited into the PI's Internally Restricted Research (IRR) Fund.
5. **Transfers of funds:** Funds can be transferred to the international co-PI on the project. Please complete the Transfer of Funds Agreement that was enclosed with your award letter and submit to Carleton International.
6. **Compliance certificates:** Funds will only be released on receipt of approval of regulatory clearances, as applicable. If you have not yet initiated the process, please contact the appropriate office(s) without delay:  
Human Research Ethics <https://carleton.ca/humanresearchethics/contact/>  
Animal Ethics and Biohazards <https://carleton.ca/animalethics/>
7. **External grant or publication submission:** Within 24 months of notice of decision, this award must lead to the submission of a major grant application or joint publication by co-PIs.
8. **Final report:** Grant holders are required to submit a Final Report via [webform](#) within 3 months following the award end date, detailing the activities undertaken as a result of this funding as well as the outcomes and impacts, including research funding proposal submissions and joint publications. PIs that fail to submit this report will not be eligible for future IRSG funding from OVPRI until the report is received.