

___ 1. Contact your institution's "grants and contracts" or "sponsored research" office and inform them you will be receiving this award. Follow their instructions for proper routing of the funds. Be aware of the following:

- *Your institution may require all grant funding to be paid directly to the institution and not the individual recipient (i.e., you). You should contact the appropriate administrator at your institution and find out what your institution's policies are before a check is issued from MEIEA.*
- *If your institution will be receiving and holding the award funds, you will submit requests for expense payments or reimbursements directly to your institution.*
- *Many universities keep a percentage of grant awards or take deductions for "indirect" (i.e., administrative) costs or fees. Please note, it is MEIEA's policy that no indirect costs may be requested or deducted from the award. While your institution may ultimately have authority with regard to distribution of funding, the MEIEA indirect costs policy statement will be included in the letter that accompanies any transfer of funds from MEIEA to your institution.*

___ 2. If your research will involve human subjects, you **must** contact your school's IRB (Internal Review Board) or HSRC (Human Subjects Research Committee) for approval. It is recommended that you begin the process of IRB/HSRC approval as soon as possible.

- *Please familiarize yourself with your institution's policies and procedures before applying for grant consideration.*
- ***MEIEA will not** award human subjects research projects without an original letter of approval from your institution or an authorized Federal authority.*

___ 3. If the grant funds will be distributed directly to you, you must complete an I-9 form (available at www.irs.gov) and mail it to: MEIEA, 1900 Belmont Blvd., Nashville, TN 37212. Note that you will be responsible for reporting the award as supplemental income on your Federal and state (if required) personal income tax returns.

___ 4. If the funds are to be paid to your institution contact the MEIEA office and let them know (1) to whom the grant funding check should be written and (2) to whom and what address the payment should be sent.

___ 5. MEIEA's expectations for recipients of research grants are to publish their findings in the MEIEA Journal or eZine and to make a progress or results presentation at MEIEA's annual conference. Until declined and/or released in writing, MEIEA reserves the right-of-first-refusal for presentation and publication of research findings supported by MEIEA. However, the Journal's reviewers and conference program planners will not automatically assume publication and presentation at the conference is not guaranteed. Please note you will need to follow the procedures for submission to the Journal and for conference presentations.