

## HURI Grant Recipient Expectations – Instructors

**Instructor grant recipients – both individuals and those working in groups – must comply with the following expectations:**

1. Complete any required Institutional Review Board (IRB) or Institutional Animal Care and Use (IACUC) trainings and obtain any necessary IRB or IACUC approval before beginning the project.
2. Complete the research or creative project within the timeline indicated in the proposal. The project should not exceed 12 months from the start date. Extensions may be granted for extenuating circumstances.
3. Present their project publicly; opportunities include, but are not limited to, the following:
  - Professional Development days, workshops, or one-shot sessions.
  - State, regional, or national conferences related to the project
  - Presentation for the members of the HURI Committee
  - Instructors engaging in creative projects may present their work for a general audience on or off the MCC campus
4. Reference the HURI grant in presentations and/or publications resulting from the project.
5. Abide by the MCC [Institutional Review Board policies](#) regarding human subject research and animal research.
6. If engaging in authorized travel, instructors must comply with MCC Travel Policies. A [Travel Form](#) must be completed before the travel occurs. Instructors must retain **itemized** receipts for food and lodging expenses. They must also present tax-exempt documentation for expenses incurred in the state of Texas. Upon return, instructors must complete the Travel Form Reconciliation and submit their itemized receipts within 7 business days. For more information, please see D-II-b, [Budget Administration Policy](#).
7. **Failure to comply with any of the above expectations may result in the cancellation of the grant and instructors may be expected to reimburse HURI for the amount of their grants.**