# TERMS AND CONDITIONS OF QUARTET PILOT PROJECT AWARDS

Recipients of a Pilot Project award will be expected to comply with the following conditions:

1. Throughout the project, PIs must comply with University of Pennsylvania IRB regulations, human subject certification training (CITI), and sponsor approval requirements (such as data plan or foreign clearance). All projects with human subjects funded with Quartet funds must be submitted for IRB review by **April 15** (instructions will be included in the award letter). If you have any questions about IRB requirements, please contact Jan Jaeger at jan.f.jaeger@gmail.com. Project funding cannot be released until an IRB letter of approval or exemption is received. Please submit the IRB approval letter to Abby Dolinger at abdol@sas.upenn.edu. Projects with pilot funded foreign components will require international clearance (instructions will be included in the award letter).
2. PIs are required to acknowledge Quartet support on all papers and presentations stemming from research conducted with Pilot Project financing. Please use the statement below:

“The project described was initiated through the University of Pennsylvania Quartet competition and is supported by the Center on the Demography and Economics of Aging (P30 AG012836) and/or the Penn Roybal Center on Behavioral Economics and Health (NIA P30 AG034546), and/or the Population Dynamics Research Center (P2C HD044964), and/or and the Boettner Center for Pensions and Retirement Security. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health or the University of Pennsylvania.”

1. All peer-reviewed publications resulting from this pilot must be compliant with NIH Public Access Policy. Upon acceptance by any journal, authors of these publications are required to submit the final manuscript to PubMed Central. For more information and assistance contact psc-library@pop.upenn.edu.

# A preliminary progress report is due in March of the second calendar year of the award and it should include:

* + A one-page summary of the project's goals, methods, and progress to date;
	+ A CV updated to include any pilot related publications (forthcoming or published); presentations based on the pilot and active grants; and
	+ Plans or progress in preparing applications for NIH or other sponsors of research.

# A final report and working paper are due in October of the second calendar year of the award and should include:

* + A two- to three-page Final Report that includes a description of the scope of work and a summary of key findings, subsequent grant applications (funded and unfunded), and publications; and
	+ A minimum of one working paper submitted to Abby Dolinger (abdol@sas.upenn.edu) and to the psc-library@pop.upenn.edu to be included in the *Population Center Working Paper (PSC/PARC)* series in Penn’s [ScholarlyCommons](https://repository.upenn.edu/psc_publications/).
1. We will follow up annually to track activities that result from pilot funding (related publications, working papers, presentations and grant applications funded - submitted or pending). Periodically, you will receive a request for an updated CV.