



**OFFICE OF**  
**Sponsored Programs & Research**

3410 Taft Boulevard, Wichita Falls, Texas 76308-2099

940.397.4714 [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu)

November 28, 2023

Nicholas Maxwell  
Psychology

Dear Dr. Maxwell,

I am pleased to notify you that, based upon a comprehensive review by members of the MSU University Research Committee, your Intramural Grant proposal for the project titled *Exploring the Effects of List-Wise Relatedness on Judgment of Learning Reactivity* has been funded in the amount of \$2,400.

Please sign the attached form indicating your decision to accept or decline the award by December 1, 2023. If you choose to accept the award, you certify that you will adhere to all relevant university policies and guidelines.

The grant award period ends **August 31, 2024** at which time any unspent funds will be removed from your account. Awardees who have a compelling reason to extend their need for grant funds past the award period end date may submit a Request for Extension form, which can be found on the Office of Sponsored Programs and Research website. Extension requests should be submitted after May 1, 2024 and before the deadline of July 1, 2024. Extension requests received after July 1, 2024 will not be considered.

If your project requires IRB or IACUC review, please forward a copy of the approval letter to the Office of Sponsored Programs and Research prior to requesting disbursement of grant funds.

All PIs on intramural grants are required to complete grant management training (coordinated by Grant Specialist Courtney Hoover) prior to expending funds.

All expenditures of grant funds must be pre-approved by the Office of Sponsored Programs and Research. Please see the attached award acceptance form for further policies for expending intramural grant funds.

In accepting this award, you agree to two post-award conditions: (1) completion of a final written report submitted to the Office of Sponsored Programs and Research by September 30, 2024, and, (2) presentation of a summary of your project and results at the Spring 2024 or Spring 2025 Celebration of Scholarship.

Congratulations on your success in attaining funding. Scholarship and creative activity are important components of faculty responsibilities and it is the hope of the University Research Committee members, Interim Provost Brown Marsden, and I that these funds will be helpful in accomplishing your professional goals as well as those of the university.

Best wishes,

Brittany Norman  
Interim Director, Office of Sponsored Programs and Research  
Midwestern State University  
Wichita Falls, Texas 76308  
[sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu)



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Name: Nicholas Maxwell  
Department: Psychology

**Research Funding Amount:**

CATEGORY	FUNDED AMOUNT
Student wages	
Supplies	
Travel to conduct research	
Other	\$2,400
Equipment	
<b>TOTAL FUNDING AMOUNT</b>	<b>\$2,400</b>

Please check the box corresponding to your decision to accept or decline the award and return a copy of the signed form to [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu).

- ☒ I accept the Fall 2023 Intramural Grant from Midwestern State University and agree to conduct the grant in accordance with university policies. Specifically, I agree to adhere to policies including, but not limited to, these areas:
- [Travel Policy](#),
  - [Purchasing](#),
  - [Student Employment](#), and
  - [Protection of human subjects](#).

Please **initial** on each line indicating the following: When making purchases with intramural grant funds, I agree to adhere to the following additional guidelines:

- *h p n* \_\_\_\_\_ I understand that all intramural grant PIs must complete grant management training with Grant Specialist Courtney Hoover prior to spending grant funds. Upon award acceptance, Courtney Hoover will send PIs details about this training.
- *h p n* \_\_\_\_\_ Prior to making purchases using intramural grant funds, I will complete the [OSPR Grant Purchasing Form](#) and upload all documentation (quote, IT approval, or required purchasing documents) . This will alert the Grant Specialist to process the purchases.
- *h p n* \_\_\_\_\_ With the exception of travel-related expenses, I agree not to make purchases with my personal funds and then ask for reimbursement. Exception may be approved in advance by the Grant Specialist but no reimbursement will be made without prior approval. I will use university purchasing functions (p-card or purchase requisition) for all grant-related purchases of supplies and equipment.
- *h p n* \_\_\_\_\_ I understand that all items bought with intramural grant funds are the property of MSU and must be retained by the university after the project is complete.

- *n p n* \_\_\_\_\_ I understand that I am responsible for managing and tracking my own grant budget and maintaining records (invoices, receipts, etc.) associated with all grant-funded purchases and expenses. OSPR also tracks budgets, but the primary responsibility rests with the faculty member. The final report for the grant must include the final budget as maintained by the PI and cross-checked with OSPR.
- *n p n* \_\_\_\_\_ I agree to submit a written report of the project along with all financial records on or before September 30, 2024. I also agree to present this project at the Spring 2024 or Spring 2025 Celebration of Scholarship.

OR

☐ I **decline** the Fall 2023 Intramural Grant from Midwestern State University.

Rationale:

Signature: *Nicholas P. Maxwell*

Date: 11/28/2023