TERMS AND CONDITIONS OF THE PILOT PROJECT AWARDS

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

1) **Throughout the project**, PI's must comply with University of Pennsylvania IRB regulations, human subject certification training (CITI), and sponsor approval requirements (such as foreign clearance). All projects with human subjects funded with QUARTET funds must be submitted for IRB review by May 1, 2017 (special instructions will be included in the award letter). If you have any questions about IRB requirements, please contact Jan Jaeger at Jan.Jaeger@uphs.upenn.edu. An IRB letter of approval or exemption must be received before July 1, 2017 so that project funding can be released. Please submit the IRB approval letter to Julia Crane at crane@pop.upenn.edu.

2) Projects with funded foreign components will require international clearance (special instructions will be included in the award letter).

3) PI's are required to acknowledge the 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 National Institute on Aging, P30 AG012836-24; the National Institutes of Health, the Eunice Shriver Kennedy National Institute of Child Health and Development Population Research Infrastructure Program R24 HD044964-15; the Boettner Center for Pensions and Retirement Security and/or LDI CHIBE. 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."

4) All peer-reviewed publications resulting from this pilot that are funded by PARC, PSC or LDI CHIBE must be compliant with NIH Public Access Policy. Upon *acceptance* *of any journal publication*, authors of these publications are required to submit the final manuscript to PubMed Central. For more information and assistance contact psc_library@mailman.ssc.upenn.edu.

5) **By April 1, 2018, a preliminary progress report is due 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.

6) **On or before October 1, 2018, a final Report and working paper are due**:
   - 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 Julia Crane (crane@pop.upenn.edu)

7) **Over the next five years (July 2018 through June 2023)**, we will follow up on activities resulting 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, and we urge you to respond promptly to our requests.