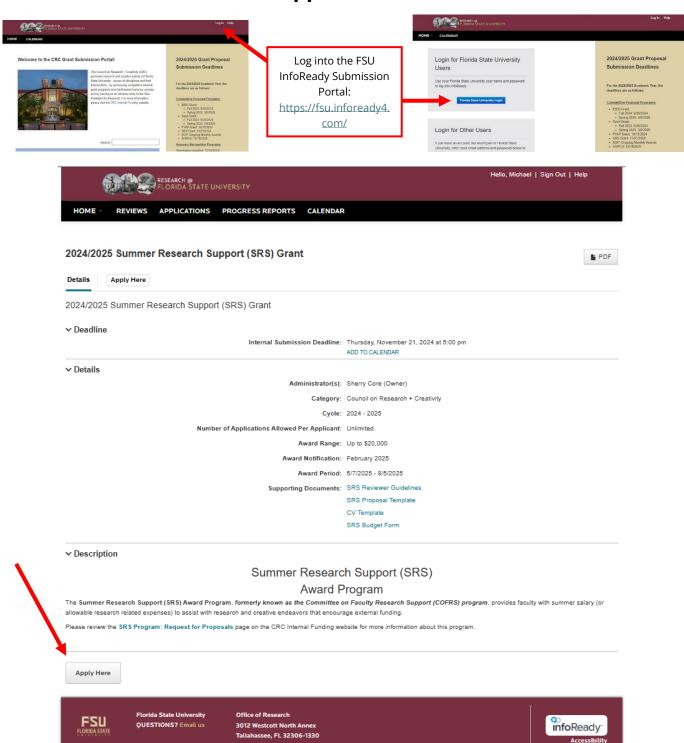
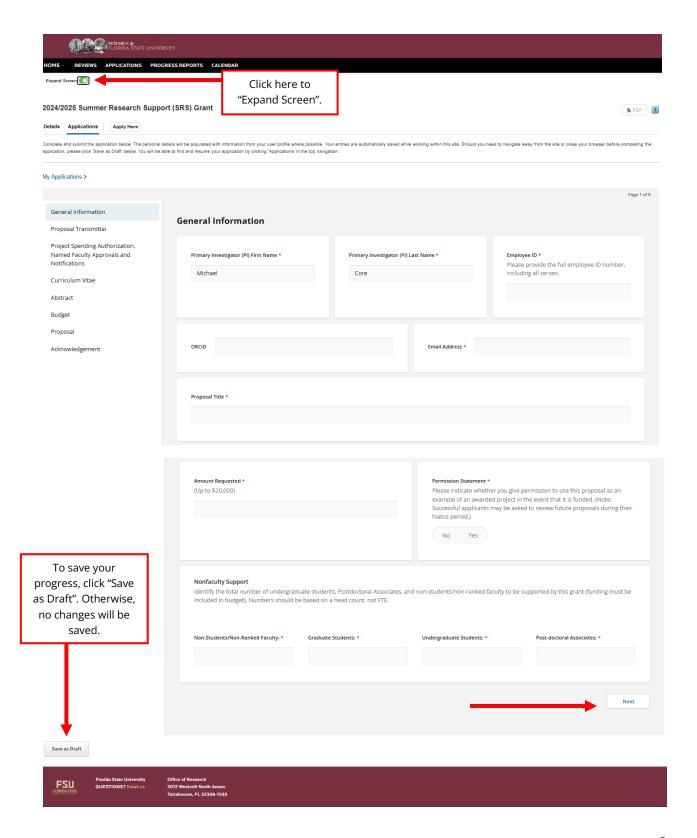
# **CRC InfoReady Reference Guide:**

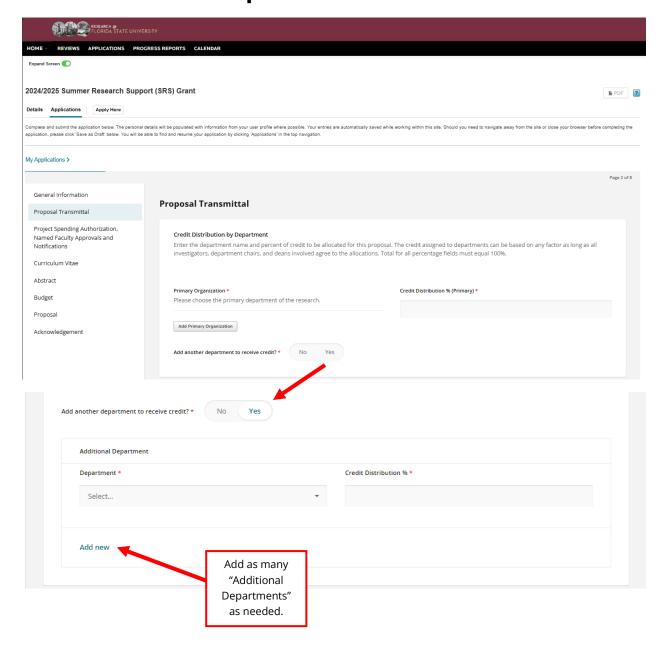
# **SRS Grant Application Walk-Thru**

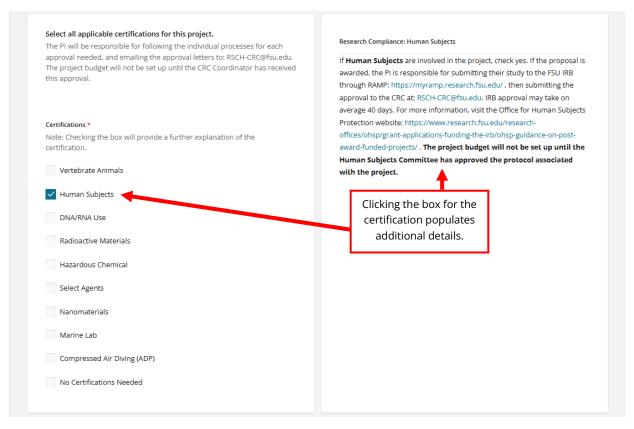


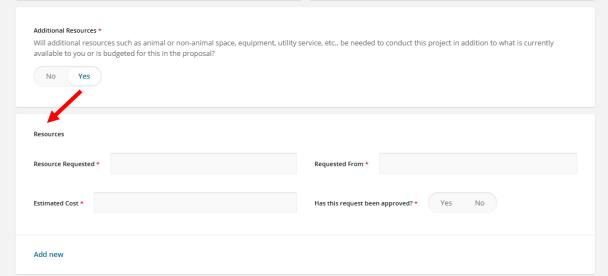
### **General Information:**

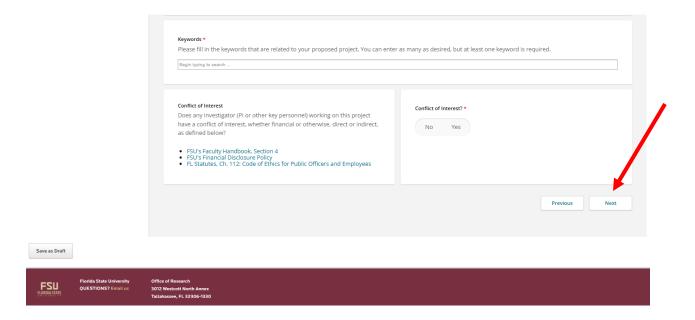


# **Proposal Transmittal:**

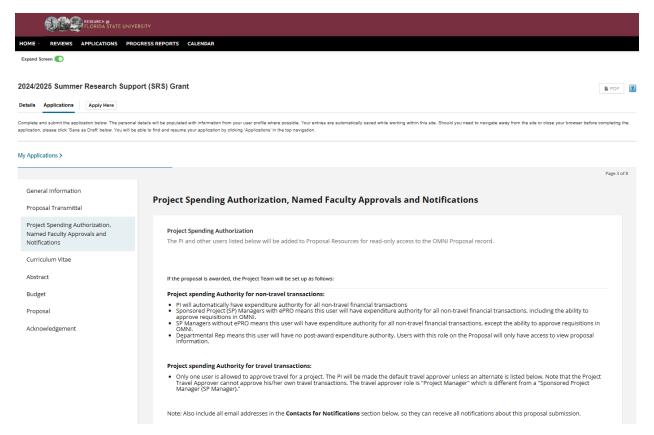


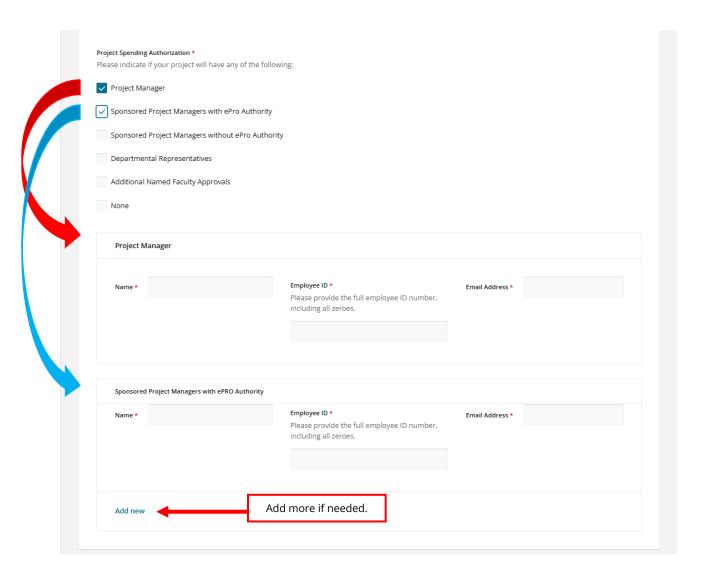


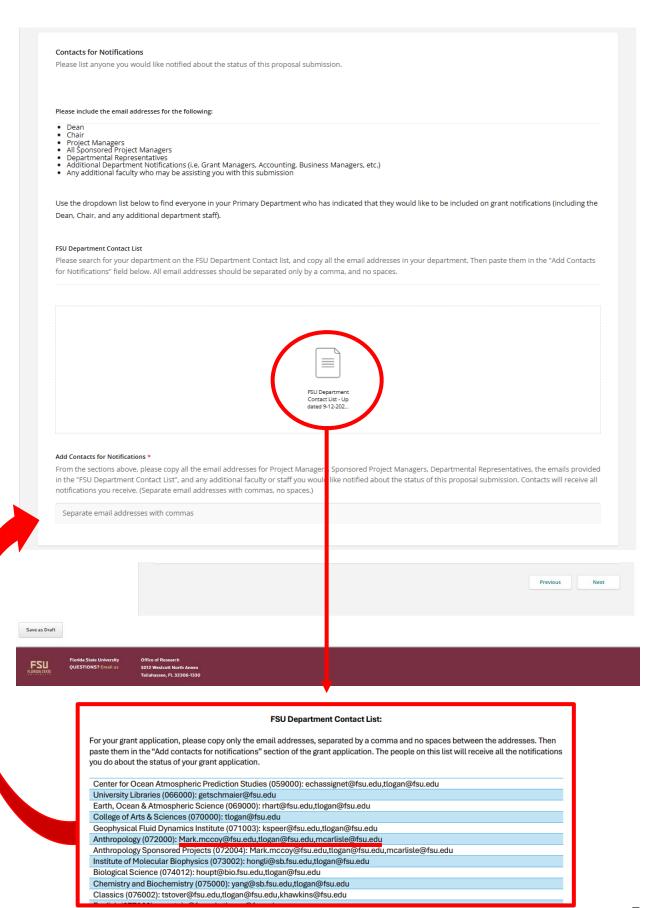




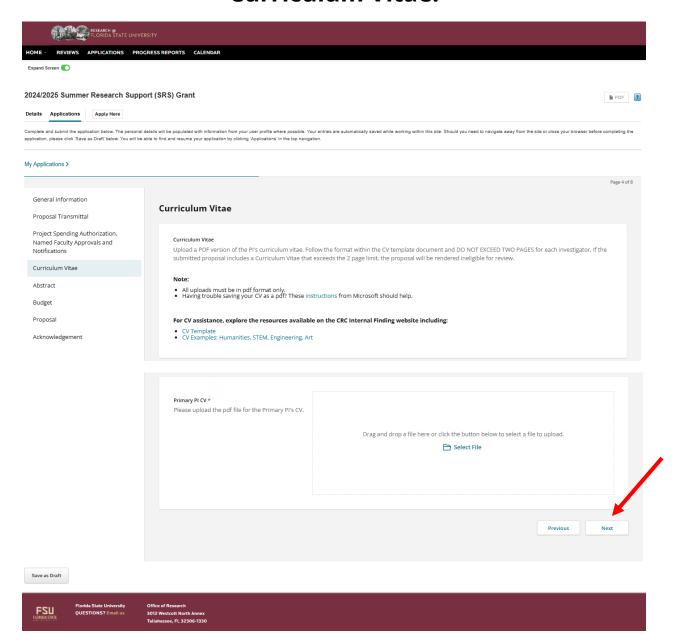
# Project Spending Authorization, Named Faculty Approvals and Notifications:



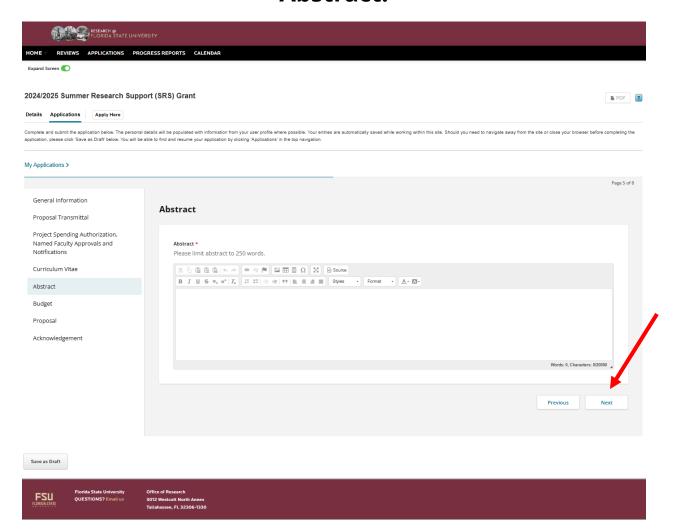




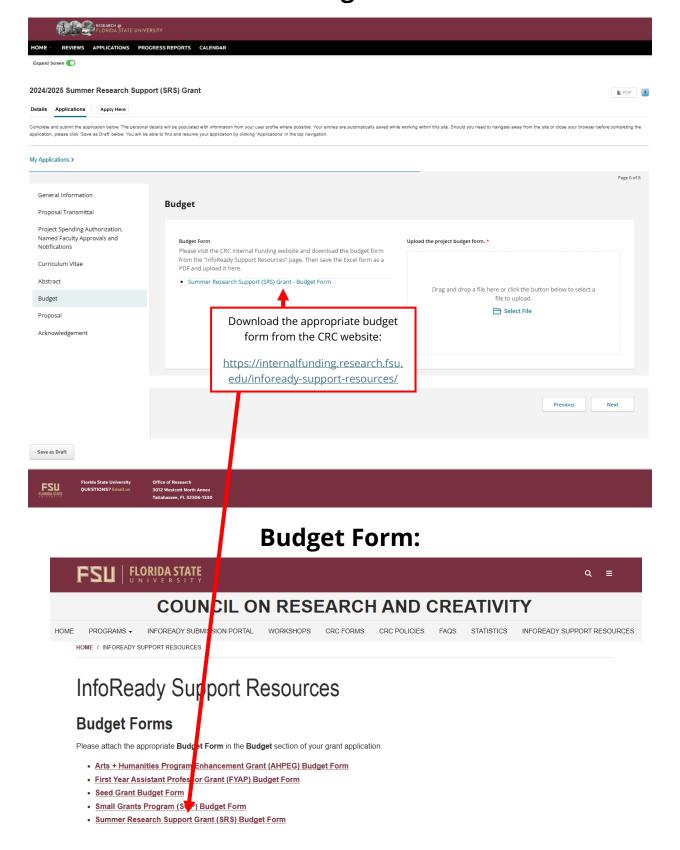
## **Curriculum Vitae:**

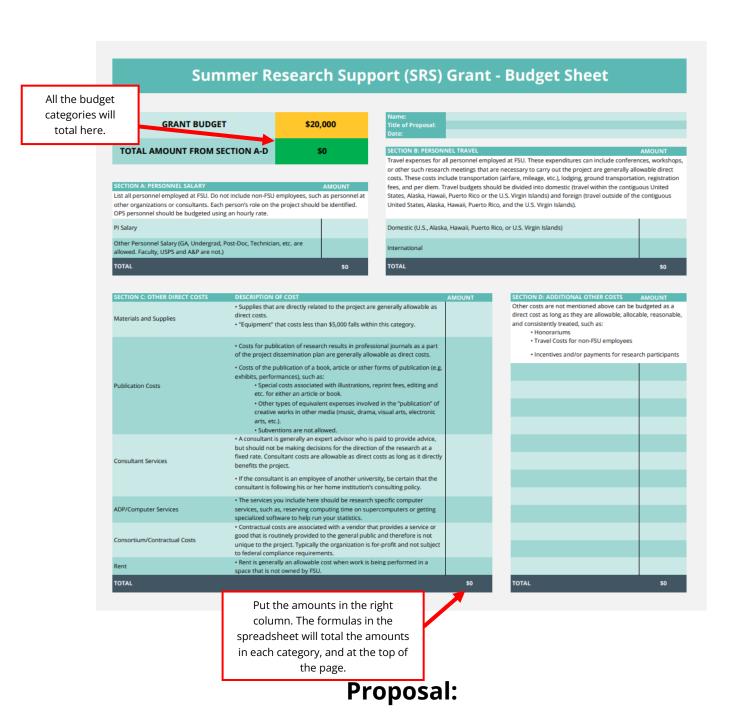


# **Abstract:**

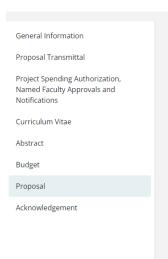


# **Budget:**





# HOME REVIEWS APPLICATIONS PROCRESS REPORTS CALENDAR 2024/2025 Summer Research Support (SRS) Grant Details Applications Applications Applications | Apply Here | Complete and submit the application please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.



#### **Proposal**

#### Proposal

The proposal text cannot exceed eight pages (not including references, appendices and the list of Past/Current/Pending Grants for the PI). If you have no information to submit for a given section, enter N/A for that section. Upload only PDF versions of your Proposal Text form.

Locate the appropriate Proposal Template from the CRC Internal Funding website, on the "InfoReady Support Resources" page:

· Download the Proposal Template

#### Past Current and Pending Grants:

Applicants must list all internal and external (past, current and pending) grants awarded to the PI and any Co-PIs within the last 5 years. The Prior Award History must be included in your proposal submission as an appendix, and does not count toward the proposal page count. Please include:

- All current external grants (federal/state or other) and all current CRC grants
  All pending external grants (federal/state or other) and all pending CRC grants
  All grants and awards both external and CRC you have received in the past 5 years, and
  Any grants you plan to submit in the near future.

#### Information to include about each grant:

- Grant Title Source of Support Grant Start Date
- Grant End Date Time Commitment %
- Award Amount
   Outcomes (proposals submitted, publications, awards, etc.)

#### **CRC Grants:**

Include FYAPs, EIEGs, SRS, AHPEG, Seed, SGPs and/or Honorary Awards - awarded to the PI within the past 5 years. These **must** be included, along with the outcomes (proposals submitted, publications, awards, etc.) of those awards. Failure to include these awards and their outcomes will result in the disqualification of this proposal.

To view the last 5 years of CRC Award History, search the table on our website: Prior CRC Award History

#### Proposal Formatting Guidelines:

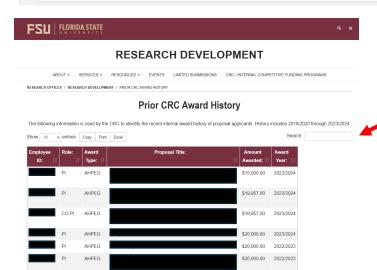
- Eight (8) pages maximum (excluding References and any Appendices).
- Font size: must be 11 points or larger (smaller text in figures, graphs, diagrams, and charts is acceptable as long as it is legible when the page is viewed at 100%). Some PDF conversion software reduces font size; it is important to confirm that the final PDF document complies with the font requirements.
- · Line spacing: must be no more than six lines per vertical inch.
- . Text color: must be black; color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable.
- · Please use one of the following fonts: Arial or Times New Roman.
- Provide at least one-inch margins (1") top, bottom, left, and right for all pages. No applicant-supplied information can appear in the margins.

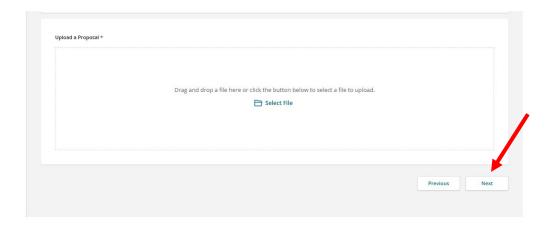
Note: If your proposal does not adhere to formatting guidelines, it is subject to technical disqualification.

Having trouble saving your proposal as a pdf? These instructions from Microsoft should help.

Use the "Prior CRC Award History" tool to research your previous CRC awards. The last 5 years are included in the table, and searchable by FSU employee ID.

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Save as Draft



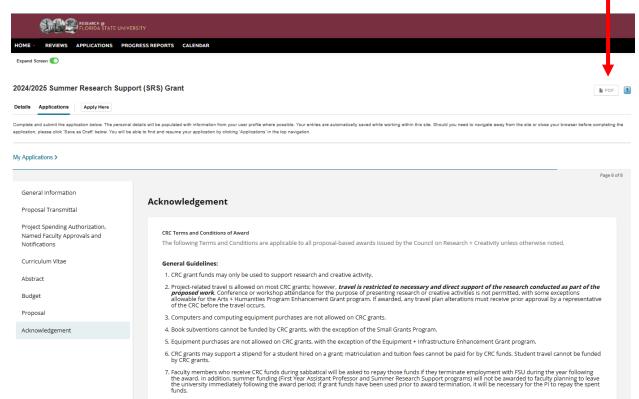
Office of Research 3012 Westcott North Annex

At any point in the application, you can click the "PDF" button and it will create a PDF for your application.

#### **Recommendation:**

Before you submit your application, produce the PDF and send it to your department grant team for review.

# **Acknowledgement:**



#### Changes to the Project:

- 1. The CRC approved the scope of work as submitted with the proposal. The written approval of a representative of the CRC is required prior to implementing any change to the scope of work. Scope of work violations may result in loss of internal funding eligibility for multiple years.

  2. Actions likely to be considered a change of scope include, but are not limited to, the following:

  3. Changes in the goals or specific aims approved at the time of the award,

  4. Any change from the approved use of animals or human subjects, or

- Transferring the performance of substantive programmatic work to a third party by contract or any other means.

#### **Budget Deviations:**

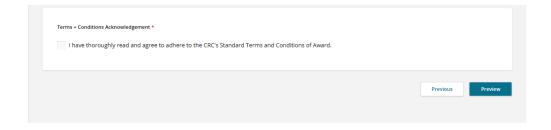
- 1. The CRC approved the project budget as submitted with the proposal. Budget deviations greater than 10% per budget line item (cumulatively) require the prior written approval of a representative of the CRC.
- 2. Budget revisions should be requested via a Budget Amendment Form. The Budget Amendment Form, which can be downloaded from the Internal Funding website, must be electronically signed by the PI and submitted via the CRC Time Extension and Budget Amendment Submission page. If the budget revision is approved by a representative of the CRC, the OMNI Project Budget will be modified to reflect the newly approved categories and amounts.
- 3. <u>Budget amendment requests must be approved before any changes can occur.</u> Requests may not be submitted after the fact, and all requests must be submitted no less than 30 days prior to the end of the award period. <u>Requests submitted less than 30 days prior to the end of the award period will be rejected without consideration.</u> Budget amendments are limited to two per award.
- 4. Budget violations may result in loss of internal funding eligibility for multiple years.
- 5. The Office of Research reserves the right to withdraw remaining funds from a project if unauthorized spending occurs and may also require misspent funds to be repaid by the PI/Department. Any unapproved expenditures beyond the 10% limit will result in the grant being frozen until the overage is refunded to the grant; the same applies to any unapproved expenditures that fall outside a grant's budgetary to addition, no further CRC grant proposals will be accepted from applicants (as PI or Co-PI) on any grant that is out of budgetary compliance until the situation is rectified. Penalties will be handled on a case-by-case basis.

#### Time Extensions:

- 1. Time extensions require prior written approval by a representative of the CRC; only one time extension is permitted per project.
- 2. If the project budget is in good standing, a 90-day extension will be automatically granted upon request. Time extension requests for greater than 90 days will be considered on a case-by-case basis, not to exceed six months.
- 3. Requests for a time extension, along with justification, should be submitted to the CRC Time Extension and Budget Amendment Submission page no less than 30 days prior to the award expiration date. Requests submitted less than 30 days prior to the end of the award period will be rejected without consideration.
- 4. Funding allocated for PI salary is not eligible for a time extension; other budget categories such as student stipends, supplies, etc. are eligible for time extensions.

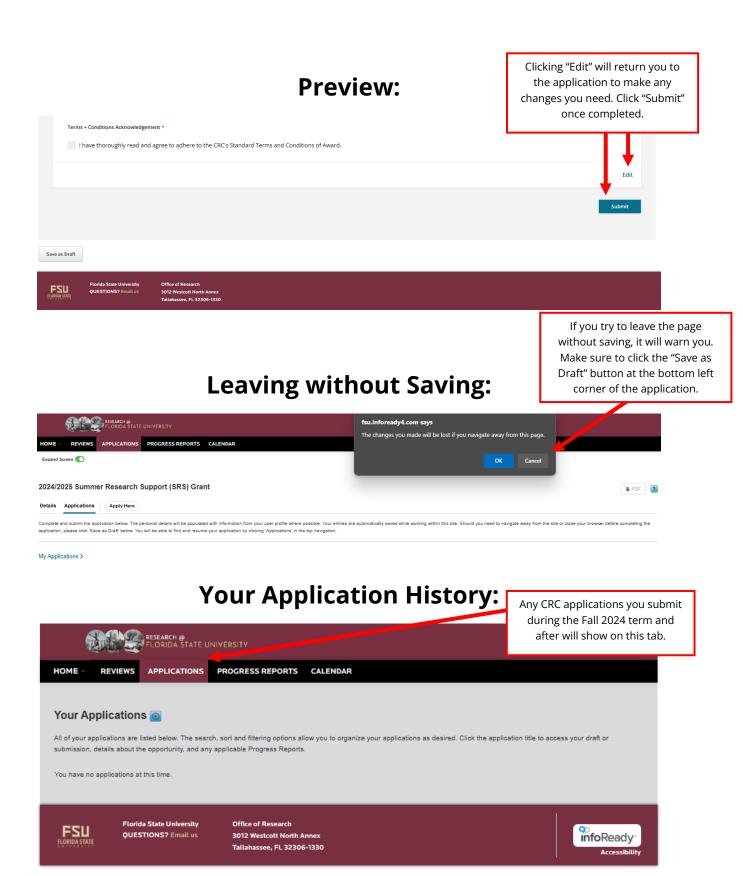
#### **Program-Specific Requirements:**

- SRS Summer Research Support Grant Program (formerly COFRS Committee on Faculty Research Support)
   For funding allocated to PI salary, deductions and fringe benefits will be taken from the maximum award amount as they would in a typical paycheck.
   Recipients of an SRS award will be expected to serve as an SRS reviewer during all three years of their hiatus period.



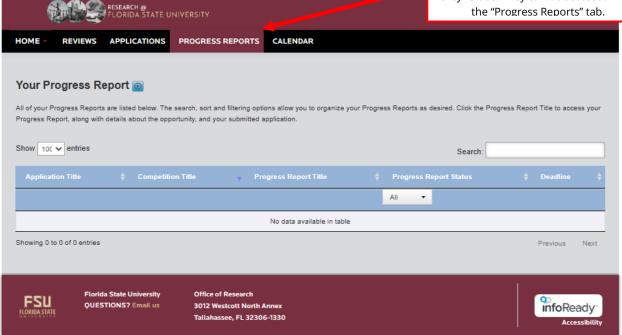
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# **Progress Reports:**

Progress Reports will be required at 6-, 12- and 18-month intervals. You will receive an automated email when they're due. They can be accessed from the "Progress Reports" tab



# **Progress Report Questions:**

