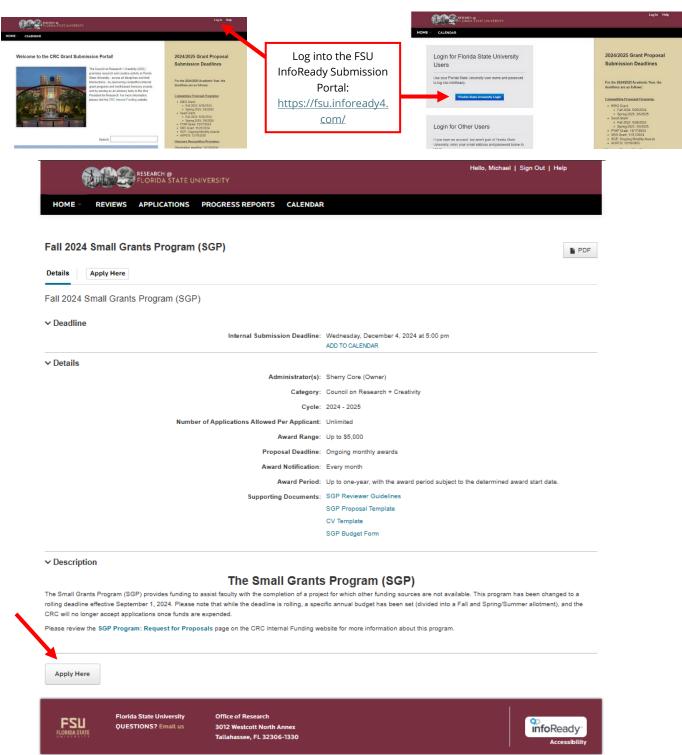
CRC InfoReady Reference Guide:

Small Grants Program - Application Walk-Thru

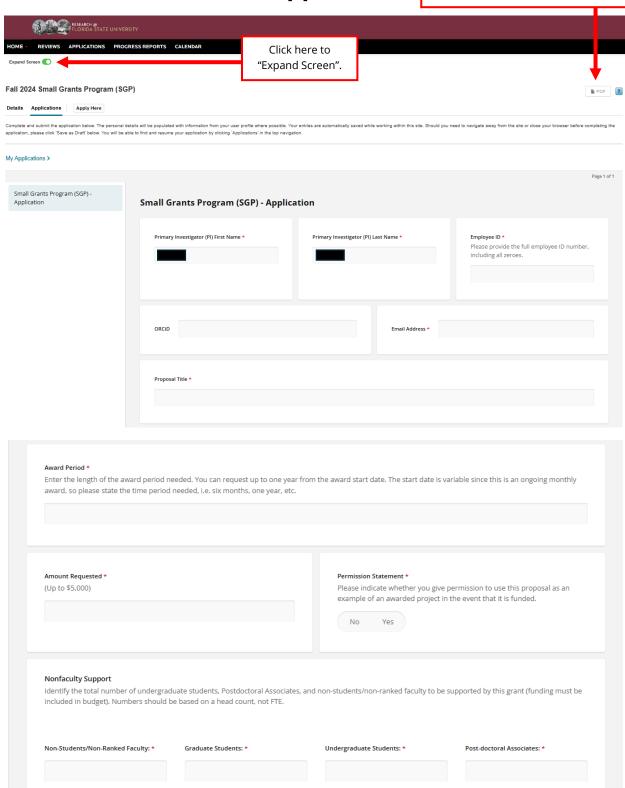


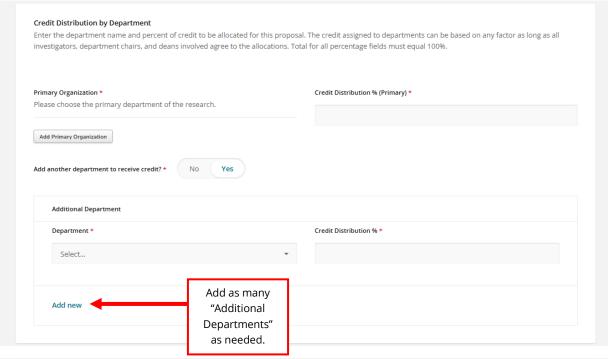
At any point in the application, you can click the "PDF" button and it will create a PDF for your application.

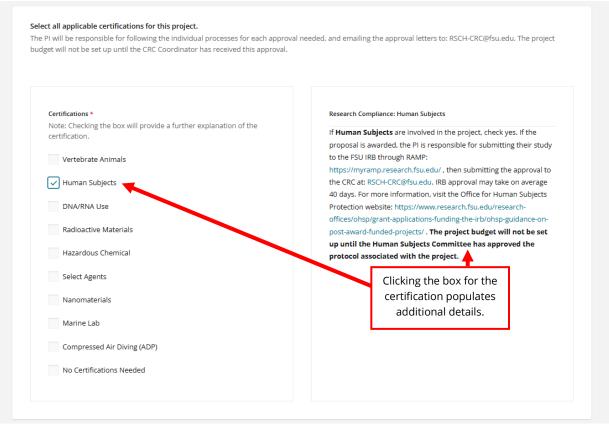
Recommendation:

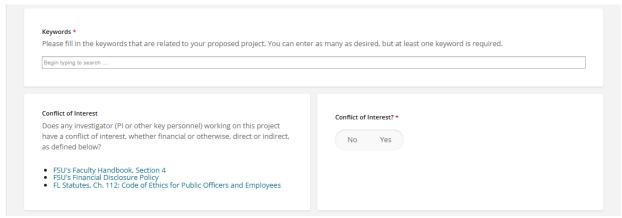
SGP Application:

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



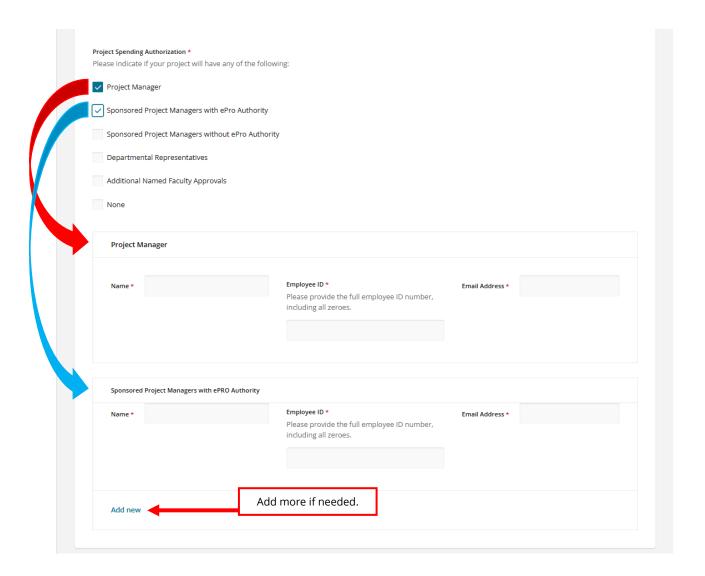


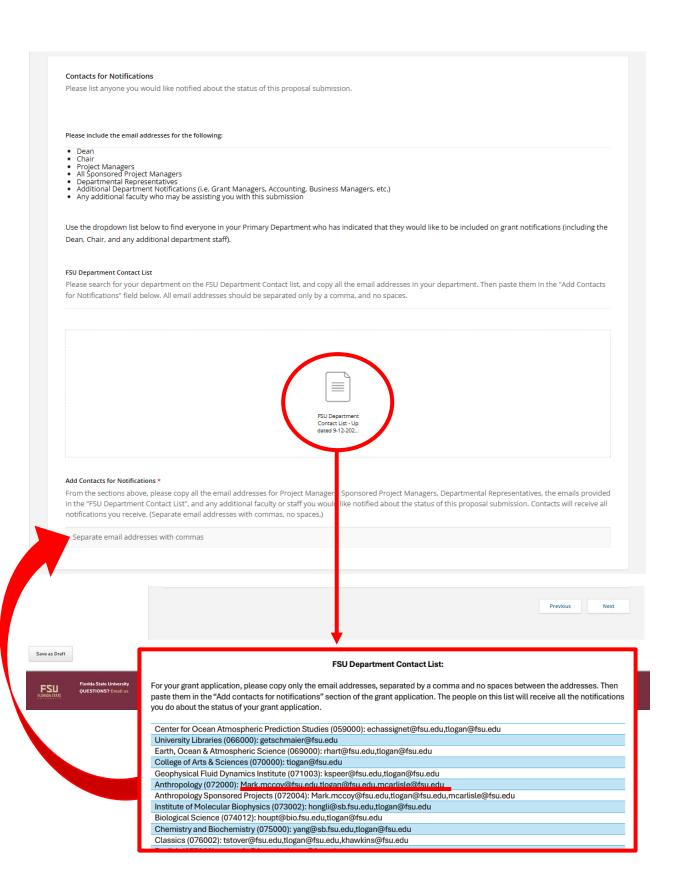


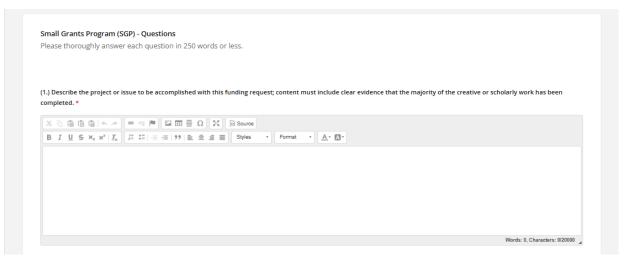


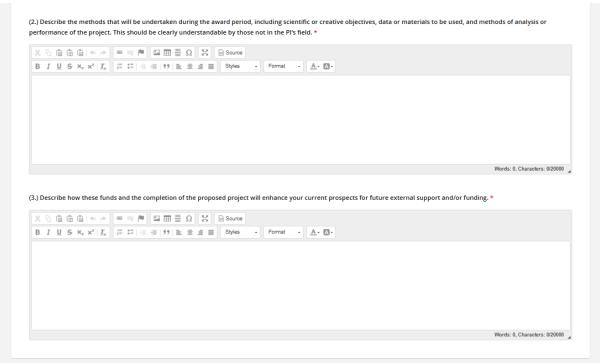
Project Spending Authority for non-travel transactions: Project spending Authority for non-travel transactions: Project spending Authority for non-travel transactions: PI will automatically have expenditure authority for all non-travel financial transactions. Sponsored Project (SP) Managers with ePRO means this user will have expenditure authority for all non-travel financial transactions, including the ability to approve requisitions in OMNI. SP Managers without ePRO means this user will have expenditure authority for all non-travel financial transactions, except the ability to approve requisitions in OMNI. Departmental Rep means this user will have no post-award expenditure authority. Users with this role on the Proposal will only have access to view proposal information. Project spending Authority for travel transactions: Only one user is allowed to approve travel for a project. The PI will be made the default travel approver unless an alternate is listed below. Note that the Project Travel Approver cannot approve his/her own travel transactions. The travel approver role is "Project Manager" which is different from a "Sponsored Project Manager (SP Manager)."

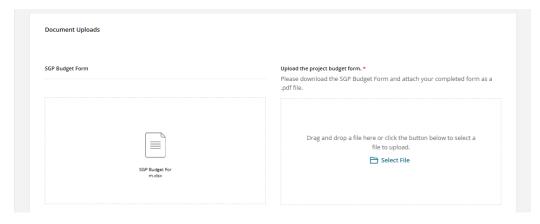
Note: Also include all email addresses in the Contacts for Notifications section below, so they can receive all notifications about this proposal submission.

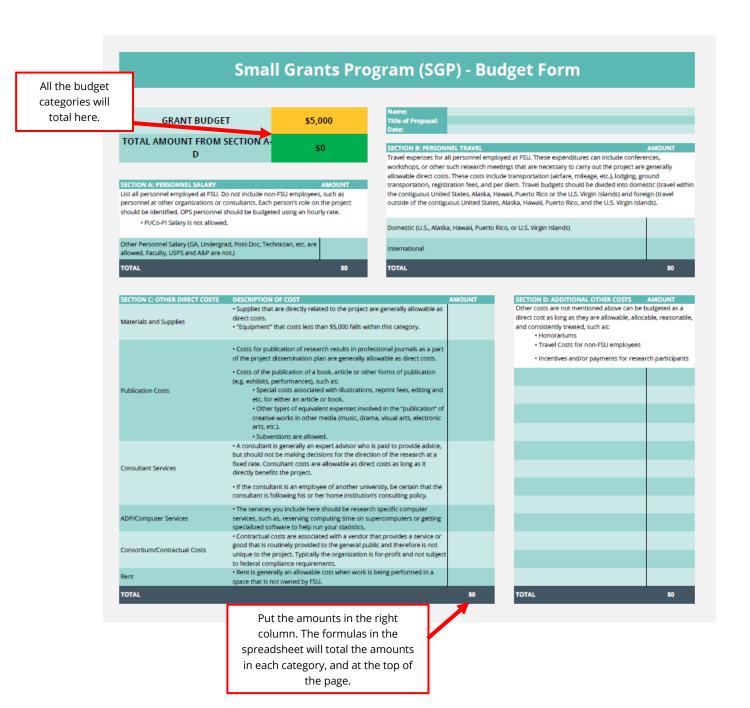












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	☐ Select File
Optional Additional Informa	ation
Upload any additional inf	formation relevant to this proposal. This may include Human/Animal Subjects approvals, letters of commitment/collaboration, publishing
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Acknowledgement

CRC Terms and Conditions of Award

General Guidelines:

- 1. CRC grant funds may only be used to support research and creative activity.
- 2. Project-related travel is allowed on most CRC grants; however, travel is restricted to necessary and direct support of the research conducted as part of the proposed work. Conference or workshop attendance for the purpose of presenting research or creative activities is not permitted, with some exceptions allowable for the Arts + Humanities Program Enhancement Grant program. If awarded, any travel plan alterations must receive prior approval by a representative of the CRC before the travel occurs.
- 3. Computers and computing equipment purchases are not allowed on CRC grants.
- 4. Book subventions cannot be funded by CRC grants, with the exception of the Small Grants Program.
- 5. Equipment purchases are not allowed on CRC grants, with the exception of the Equipment + Infrastructure Enhancement Grant program.
- 6. CRC grants may support a stipend for a student hired on a grant; matriculation and tuition fees cannot be paid for by CRC funds. Student travel cannot be funded by CRC grants.
- 7. Faculty members who receive CRC funds during sabbatical will be asked to repay those funds if they terminate employment with FSU during the year following the award. In addition, summer funding (First Year Assistant Professor and Summer Research Support programs) will not be awarded to faculty planning to leave the university immediately following the award period; if grant funds have been used prior to award termination, it will be necessary for the PI to repay the spent funds.

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:

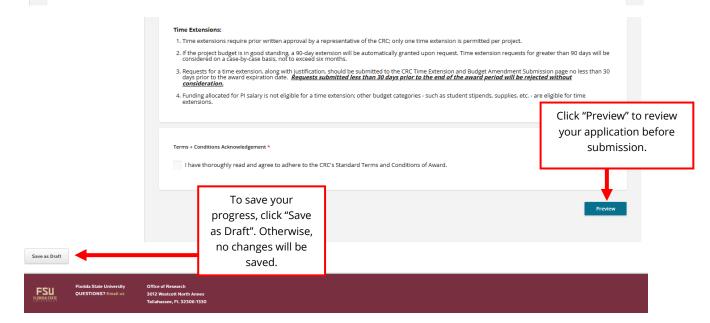
 5. Changes in the goals or specific aims approved at the time of the award,

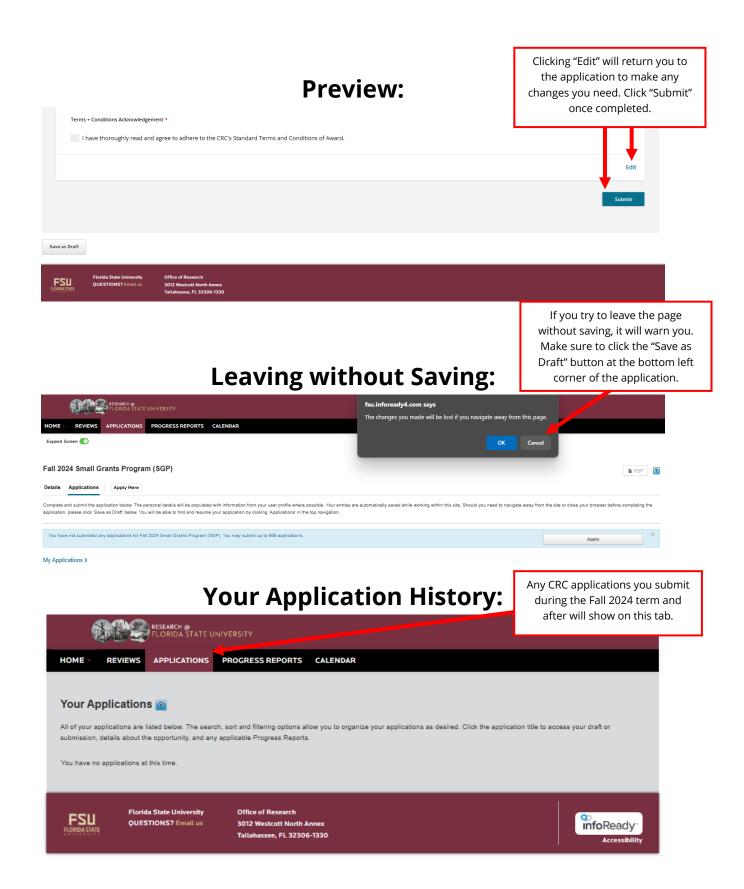
 6. Any change from the approved use of animals or human subjects, or

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

Budget Deviations:

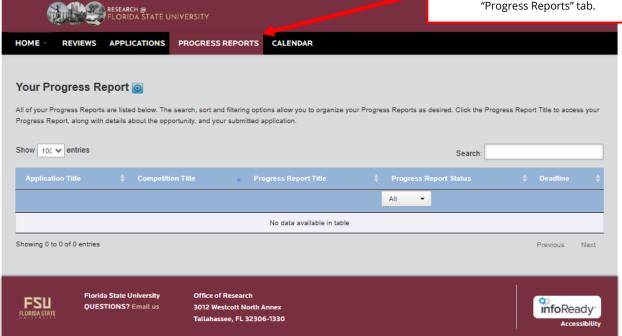
- 1. The CRC approved the project budget as submitted with the proposal. <u>Budget deviations greater than 10% per budget line item (cumulatively) require the prior written approval of a representative of the CRC.</u>
- Budget revisions should be requested via a Budget Amendment Form. The Budget Amendment 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 categories. In 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.







A Progress Report will be required 6months after the grant close date. You will receive an automated email when it is due. It can be accessed from the "Progress Reports" tab.



Progress Report Questions:

