

**STANDARD CRC TERMS + CONDITIONS OF AWARD
ACADEMIC YEAR 2024-2025**

The following Terms and Conditions are applicable to all proposal-based awards issued by the Council on Research + Creativity unless otherwise noted.

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 PROJECT:

8. 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.

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

- a) Changes in the goals or specific aims approved at the time of the award,
- b) Any change from the approved use of animals or human subjects, or
- c) Transferring the performance of substantive programmatic work to a third party by contract or any other means.

BUDGET DEVIATIONS:

10. 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.**

11. 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.

12. **Budget amendment requests must be approved before any changes can occur.** 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. **Requests submitted less than 30 days prior to the end of the award period will be rejected without consideration.** Budget amendments are limited to two per award.

13. Budget violations may result in loss of internal funding eligibility for multiple years.

14. 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.

TIME EXTENSIONS:

15. Time extensions require prior written approval by a representative of the CRC; only one time extension is permitted per project.

16. 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**.

17. 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.***

18. 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:

• **AHPEG** – Arts + Humanities Program Enhancement Grant Program - No additional program-specific terms or conditions.

• **EIEG** – Equipment + Infrastructure Enhancement Grant Program - Equipment purchased with EIEG funds must be housed in an FSU campus facility.

• **FYAP** – First Year Assistant Professor Grant Program - 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.

- Teaching and service responsibilities while utilizing a FYAP award are not permitted; however, if a Seed Grant or other CRC grant has also been awarded, the awardee is expected to complete the respective projects as proposed, even if the award periods overlap.
- FYAP award recipients are required to deliver a poster presentation of their research project at the FYAP Workshop during the Fall semester immediately following the award period. Failure to fulfill this requirement will render the PI ineligible for all future CRC funding as either a PI or Co-PI.

- Recipients of a FYAP award are ineligible to receive a Summer Research Support (formerly known as COFRS) award for two years following their FYAP award period.
- **SEED** – Seed Grant Program - No additional program-specific terms or conditions.
- **SGP** – Small Grants Program - No additional program-specific terms or conditions.
- **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.