CRC GENERAL CONDITIONS OF AWARD

I, _____ , a recipient of a _____ , acknowledge that:

1. CRC grant funds can 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.**
3. Computers and computing equipment purchases are not allowed on CRC grants.
4. Equipment purchases are not allowed on CRC grants, with the exception of the EIEG program.
5. 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.
6. CHANGES TO PROJECT: The CRC approved the scope of work as submitted with the proposal. The written approval of the CRC is required prior to implementing any change to the scope of work. 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.
7. BUDGET DEVIATIONS: 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 the CRC.
   a. Budget revisions should be requested via a Budget Amendment Form. The Budget Amendment form, which can be downloaded from the Forms Portal, must be electronically signed by the PI and submitted via the CRC Time Extension and Budget Amendment Submission page. An example of a completed Budget Amendment form is available here.
   b. If the budget revision is approved by the CRC, the OMNI Project Budget will be modified to reflect the newly-approved categories and amounts.
   c. Budget amendment requests **must be approved before any changes can occur**. You may not submit an amendment request after the fact, and all budget amendment requests must be submitted **no less than 30 days prior to the award expiration date;** budget amendments are limited to two per award.
8. **Budget or scope of work violation may result in loss of CRC funding eligibility for multiple years.**
9. The CRC 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.
10. Time extensions require the prior approval of the CRC. Any request and justification for a no cost extension should be submitted to the Time Extension and Budget Amendment Submission page **no less than 30 days prior to the award expiration date**. It is possible that the CRC may need to discuss this request with your department Chair or Dean before rendering a decision. Only one time extension is allowed per award.
11. Faculty members who receive CRC funds during a sabbatical will be asked to repay those funds if they leave the university during the year following the award. **In addition, summer funding (FYAP, COFRS) will not be awarded, or will be terminated if awarded, for 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.**
12. PROGRAM-SPECIFIC REQUIREMENTS: Certain CRC programs restrict the uses of funds in various ways; consult the RFP for your specific award program, before signing this statement, to be sure you understand these particular restrictions.

Principal Investigator: _____   Department Chair/ Director: _____

** To create your digital signature, please see the following pages for step-by-step instructions.**

CRC GENERAL CONDITIONS OF AWARD

FORM INSTRUCTIONS

1.) Type your name in the first fillable space at the top of the page, then select the appropriate CRC award from the drop down list.

2.) After reading the Terms and Conditions, sign your name at the bottom of the page using your Adobe digital signature. If you do not have a digital signature, please scroll to the bottom of this page for instructions on creating one.

3.) Lastly, have your Chair/Director sign the form, also utilizing a digital signature.

4.) Save the signed form and send it back to the CRC Coordinator via email (gadkison@fsu.edu).

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INSTRUCTIONS FOR CREATING YOUR ADOBE DIGITAL SIGNATURE
(courtesy of Mike Repchak – mrepchak@fsu.edu)

Q: How do I create a digital signature (digital ID) for Adobe Acrobat DC (.pdf)?

A: With the digitization of many documents in the Office of Research, at times you may need to sign a digital document in Adobe Acrobat. Acrobat calls this process "creating a 'Digital ID,'" however you will commonly hear people use the term "digital signature." Use the solution below to create your own digital signature for "signable" .pdf documents.

Solution:

1. Open Adobe Acrobat.

2. Under the "Edit" tab, select "Preferences".

3. Under "Categories", select Signatures.

4. Click the "More…" button in the section titled "Identities & Trusted Certificates".
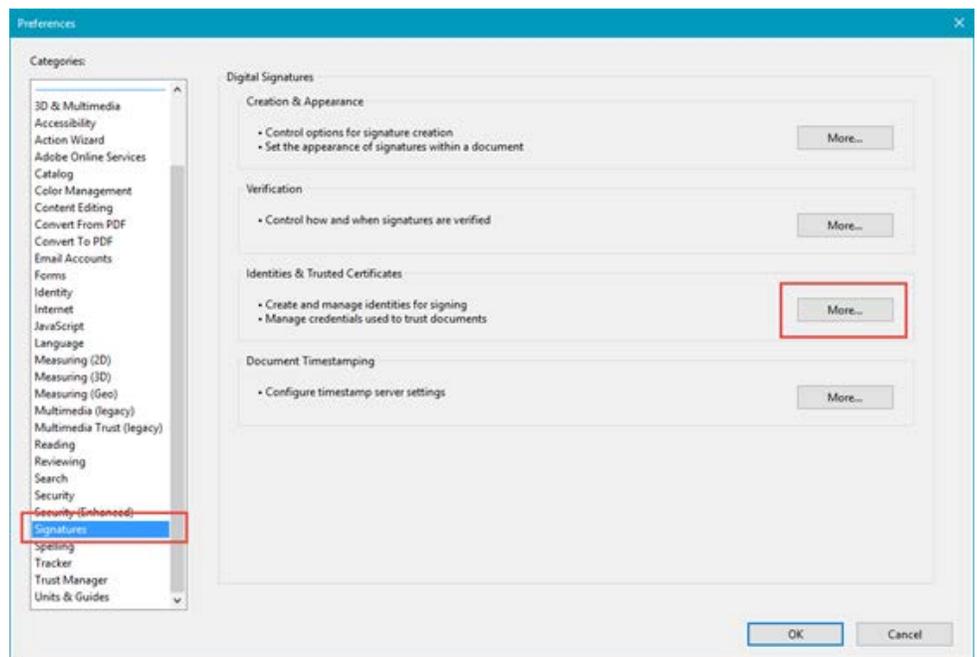
5. On the following page, select "Add Id".
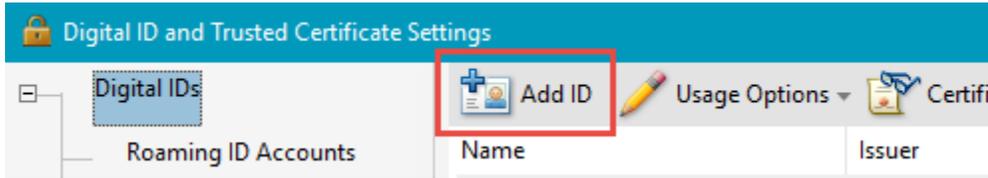
6. Select "A New Digital ID I Want To Create Now" from the *Add Digital ID* dialog box.
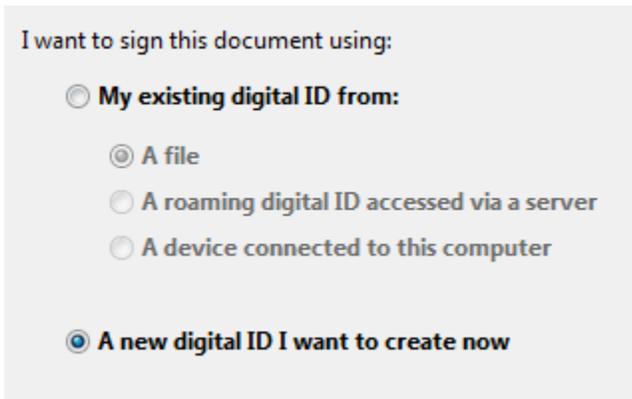
7. In the Add Digital ID dialog box, select "Windows Certificate Store".

8. Type your known name, @fsu.edu e-mail address, and other personal information for your digital ID.

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Jane Doe

Organizational Unit: Sponsored Research Administration

Organization Name: Florida State University

Email Address: jdoe@fsu.edu

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

a.   Enter the Organization Unit as your Department.

b.   Enter the Organization Name as "Florida State University".

c.   Keep the Key Algorithm and Use Digital ID for options as-is.

d.   When you certify or sign a document, the name appears in the Signatures panel and in the Signature fields

9. Click "Finish".

10. From now on, you can sign fields which allow a digital signature. They are identifiable by the orange "sign here" arrow in PDF documents.

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