

2019-2020 CRC GENERAL CONDITIONS OF AWARD

I, _____, a recipient of a(n) _____, 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. Travel to present creative works may be permitted with the AHPEG program.
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](#). If the budget revision is approved by the CRC, the OMNI Project Budget will be modified to reflect the newly-approved categories and amounts.
 - b. 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 end of the award period***; budget amendments are limited to two per award. **Requests submitted less than 30 days prior to the end of the award period may be rejected without consideration.**
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. Penalties will be handled on a case-by-case basis.
10. Time extensions ***require the prior written approval of the CRC***. Requests for a time extension, along with justification, 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 terminate employment with FSU 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: _____