Approval to proceed with grant submission process, contingent on your acknowledgement of the following expectations regarding PI responsibilities:

- Requests for grant submission approvals and the required supporting documentation must be submitted at least 30 days prior to the grant submission deadline, unless you receive prior approval for a different timeline from the Purchasing and Grant Manager.

- Notify Purchasing and Grants Manager as soon as you identify a grant you intend to submit an application.

- Copy Purchasing and Grants Manager on any correspondence related to a grant application or proposal.

- Execute the project as outlined in the funded proposal and the terms and conditions of the award, using sound management techniques.

- Authorize only those expenditures that are reasonable and necessary to accomplish the project goals and that are consistent with the sponsor's terms and conditions. A list of unallowable costs for Federal funds can be found in the [Uniform Guidance: 2 CFR Part 200](#) (General Provisions for Selected Items of Cost). Awards from non-Federal funds will generally be held to these expectations unless the nature of the grant terms require a deviation from them.

- Spend no more than the amount authorized by the sponsor for the project period.

- Carry out the project's financial plan as presented in the funded proposal.

- Notify the Purchasing and Grants Manager of any proposed changes in the scope of work, the PI or other key research personnel, the budget, or the period of performance.

- Follow all applicable College, Federal, state, and grant policies and procedures concerning travel, purchasing, employment, contracted services, and compensation.

- Provide job descriptions and receive confirmation from HR and the Purchasing and Grants Manager for all employment positions to be funded by the grant, including student positions in the summer, prior to posting the position or speaking with any individual about a position.

- - After making a hire, immediately notify HR and the Purchasing and Grants Manager and allow for at least five business days for the new hire to be set up as an employee and with payroll.
  - Employees cannot begin working until they have taken care of all required paperwork and background checks (if applicable).
- Provide training for student researchers/student employees working on the project, in relation to the research, but also regarding College policies, procedures, and expense submissions.
- Assure that Time and Effort Reports for the funded project are completed accurately and timely.
- Oversee the care and maintenance of property procured with project funds in accordance with sponsor guidelines and provide annual updates to the Purchasing and Grants Manager regarding the status of the property.
- Prepare a briefing to be submitted to the Purchasing & Grants Manager explaining the purpose of domestic or international travel, who will be participating, and the dates of the travel at least 7 days before travel.
- Report project progress, including final reports, as required by the terms of the award.
- Expenditures or services rendered must directly relate to the scope of work and budget, be incurred within the award period, approved by the PI, and reviewed before submission by the Purchasing and Grants Manager.
- Sufficient funds must be available at the time of purchase to ensure overspending doesn't occur.

My signature indicates my understanding and intent to follow the guidelines provided and I understand if I do not comply with the stated guidelines I may not be able to seek further grant funding.

Signature: _____ Date:_____