

## **TERMS AND CONDITIONS**

Prior to accepting an Institutional Support for Research and Creativity (ISRC) or Teaching and Learning with Technology (TLT) grant (“Grant”), the Principal Investigator (PI) must certify their compliance with terms and conditions as outlined below:

### **FINANCIAL MANAGEMENT**

- Funds provided under the Grant may not be used for any purpose other than the scope of work and budget aligned with the submitted proposal.
- These funds may not be used to reimburse any expenses incurred prior to the Grant Start Date. Funds must be expended in full by the Grant end date (unless the PI is granted a No-Cost Extension, as detailed later in these Terms and Conditions).
- The PI must ensure that the selection of personnel and purchase of equipment related to the Grant is in accordance with the approved budget.
- Re-budgeting: During the course of the project, the PI may decide that budget changes are needed to meet the requirements of the project. Budget flexibility is permitted to aid the PI in accomplishing project requirements and benchmarks. The PI must request prior approval in writing from the Vice Provost for Research for any re-budgeting exceeding 15% of the awarded amount (personnel changes/adding or excluding equipment) which impacts the approved scope of work.
- Return of Funds: Any ISRC/TLT Grant funds that have not been expended or obligated prior to the Project end date must be forfeited.

### **REGULATORY COMPLIANCE**

- Compliance with Federal Regulations and institutional policies: In conducting the Project, the PI is required to comply with all applicable federal and NYIT institutional policies, including policies on the use of human subjects, the care and use of animals in research, conflict of interest, export controls and responsible conduct of research.
- This compliance includes completing the CITI training for the Responsible Conduct of Research (RCR) and initiating the Conflict of Interest disclosure via the Cayuse Outside Interests platform.
- NYIT may modify, suspend, or discontinue any payment of ISRC/ TLT funds or terminate the Grant Agreement if: a) The awardee discloses any circumstances

describing a conflict of interest or research misconduct ; b) there are significant changes to the scope of work or specific aims as those described in the submitted proposal narrative; or c) The PI fails to comply with this Agreement.

### **NO-COST EXTENSIONS**

Projects are expected to be completed in full by the close of the Grant end date. A No- Cost Extension (NCE) will only be considered on a case-by-case basis to accommodate unique circumstances or unexpected developments. In such cases, the PI must provide the Vice Provost for Research with a formal email request for an NCE which should include a full justification outlining its need. (Note: A NCE is defined as an extension of the period of performance beyond the expiration end date of the award. As the phrase “no-cost” indicates no additional funding will be provided by NYIT.)

### **REPORTING**

Thirty (30) days after the grant end date, the PI must submit a Final Programmatic Report to the Vice Provost for Research. The report template will be made accessible to the PI alongside these terms and conditions.

Final Programmatic Reports are due by 11:59 P.M. (EST) on **July 31 2025** and must be submitted via email to the attention of [grants@nyit.edu](mailto:grants@nyit.edu). Failure to submit this report by this deadline will be considered non-compliance with these terms and conditions and may impact PI’s eligibility for future Grants.

The PI hereby certifies their adherence to these terms and conditions.

PI Name: \_\_\_\_\_

Date: \_\_\_\_\_

PI Signature: \_\_\_\_\_