SEED AWARD REQUIREMENTS

Post Award Responsibilities: Faculty members awarded SEED award funding will be provided funds in an individual account for which they will be responsible for all purchases and expenditures. Faculty are responsible for seeking and obtaining training from ORSP. The ORSP will work with faculty members to set up their budgets and ensure they can access AIS, Kuali, and other electronic resources (e.g., to manage finances and hire staff if necessary). The ORSP will also connect faculty to the grants accountant, purchasing director, and HR director if they need to know institutional policies and procedures for using University resources to purchase supplies/equipment, travel, and hire students or other professionals. Upon completion of a SEED project, any remaining budget will revert to the provost. **PLEASE NOTE:** *If the SEED award is overspent upon project completion, the faculty member's academic department will be responsible for covering any over expenditures.*

Training: All personnel associated with the project must be up-to-date with their CSU-Pueblo CITI Training (https://about.citiprogram.org/) in Basic Introduction to Biosafety, Responsible Conduct of Research, and Research Conflicts of Interest as appropriate. Refer to the ORSP website for more information about required compliance training coursework. https://www.csupueblo.edu/research-and-sponsored-programs/compliance-and-review-boards/index.html

Final Products: Submissions of final products are **due 90 days** from the expiration date of the grant period. Dissemination products must be submitted to the Office of Sponsored Programs, which will provide a summary report to the faculty member's chair and dean regarding the fulfillment of program requirements and the project's outcome, per program objectives. The report should include the title, the budget allotted and expended, any reassigned time awarded, and a description and documentation of efforts, accomplishments, problems, etc. In addition, a note should be made of any external funding sought, along with a copy of any proposals submitted.

Dissemination: As appropriate, the final product should be submitted for inclusion in the Colorado State University-Pueblo Digital Repository. The repository provides an open-access showcase of research, scholarship, and creative works of Colorado State University-Pueblo faculty, staff, and students. Its purpose is to promote and make accessible the university's intellectual output to local, national, and international communities. For more information, contact the Digital Repository Administrator at 719-549-2714.

Equipment/Materials, Intellectual Property, and Related Rights and Restrictions: Title to all permanent materials and equipment purchased with SEED Grant funds rests with the University per CSU-System policy. Policies related to intellectual property, payments, royalties, or other fees resulting from research or other scholarly or creative activities supported totally or in part with funds obtained from a SEED Grant can be found in the CSU-Pueblo Faculty Handbook. Sharing arrangements must be negotiated with the Provost.

Institutional Review Boards: The applicant is responsible for submitting a copy of the proposal to the appropriate Board when applicable. Funds may only be expended **AFTER** the approval by the appropriate Review Board. Failure to follow Review Board procedures will result in termination of the SEED award. Refer to the website for contacts and inquiries Colorado State University-Pueblo Compliance and Review Boards.

(1) Research involving human subjects must be reviewed and approved by the Institutional Review Board (IRB, Human Subjects Committee) before funding can be spent.

(2) Research involving animal subjects must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) before the start of any spending on the project.

(3) Research involving recombinant DNA, infectious, or hazardous materials must be reviewed and approved by the Institutional Biosafety Committee.

Employment Termination: If a faculty member is awarded a SEED Grant and is terminated or voluntarily leaves the University within the award period, the SEED Grant will end on the employment termination date. Funds do not roll over to the department or another faculty member to continue with the project unless ORSP gives prior approval.

Disclaimer Regarding Program Funding: Due to the volatile budget environment of Colorado public higher education and variable F&A acquired via externally sponsored projects, the funds available for the CSU-Pueblo SEED Grant Program may be variable. Funding of CSU-Pueblo Faculty SEED Grants will be contingent upon available resources.