



## Grant Program Terms and Conditions

### SOUTH DAKOTA NUTRIENT RESEARCH AND EDUCATION COUNCIL

The purpose of the South Dakota Nutrient Research and Education Council (NREC) grant program is to solicit and publish research of science based nutrient management practices specific to South Dakota to enable producers to effectively manage their resources.

Individual awards are based on the application submitted to, and as approved by, the NREC and are subject to the terms and conditions incorporated either directly or by reference to the following. The principal investigator is responsible for adhering to the following terms and conditions:

#### Definitions and Abbreviations

**AES:** South Dakota Agricultural Experiment Station at SDSU

**Grant:** Financial award of funds

**Grantee:** The grant recipient of the NREC award. The individual whose name appears as Principal Investigator

**Grantee Institution:** The institution employing the Principal Investigator

**InfoReady:** South Dakota State University's cloud-based platform for collecting, routing, and reviewing proposals for funding

**No Cost Extension (NCE):** An extension of a Grant term to expend unused Grant funds or allow for completion of proposed research

**NREC:** The South Dakota Nutrient Research and Education Council

**Principal Investigator:** The individual designated as the lead researcher whose name appears as Principal Investigator on the grant proposal. This person shall also serve as the primary contact for all communications regarding the NREC award.

**Supported Project:** Work approved by NREC to be performed by the Grantee in support of the specific aims of the research that were formally proposed by the Principal Investigator through the NREC award application process.

#### 1) Terms of Funding

- a) Grant funds are provided for a specific research project. Under no circumstances may the funds be used on any other project. Any commitment incurred before a grant is announced, or more than the amount awarded is the responsibility of the Grantee.
- b) Funds shall be awarded to the Grantee Institution and not to individual Principal Investigators.
- c) Funding beyond the first year must be approved each year. See renewals.
- d) NREC will pay up to the total funding approved for each project.
- e) A final invoice and statement of cumulative costs incurred marked "FINAL" must be submitted no later than 60 days after the project period end date.

#### 2) Period of Performance

- a) The standard period of performance is 12 months, corresponding to the calendar year.

#### 3) Grant Termination

- a) NREC normally expects a supported project to continue until the end of the period for which the grant was made. However, NREC reserves the right to terminate the grant at any time for any reason. Where this becomes necessary, except due to misconduct or malfeasance, NREC



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will provide reasonable notice and sufficient funding to cover any outstanding and unavoidable commitments.

- b) If a grantee is unable to meet the conditions issued at the time of the award, for whatever reason, it may be required to relinquish the award. Similarly, an award may be relinquished voluntarily if the principal investigator encounters difficulties in carrying out any part of the research project.

#### 4) Research Interests and Intellectual Property

- a) NREC holds both material and intangible interests in all research conducted pursuant to the Grant Agreement and Supported Project
- b) The interest of NREC in any grant shall be understood to persist indefinitely following the expiration of the grant.
- c) NREC reserves the right to access all unpublished papers, records, data, or collections resulting from the work carried out under a grant, some of which may be required to be deposited with NREC. Similarly, NREC reserves the right to use information on the outcome of grants to report on achievements.
- d) Any sharing of publications and/or presentations of research funded by NREC must have prior approval. Requests are to be submitted to AES.
- e) All publications and presentations must acknowledge the source of funding in the following manner: *Support for this project was provided by the South Dakota Nutrient Research and Education Council.*

#### 5) Budget Revisions and Extensions of Grant Period

- a) Pre-award expenses are not allowed, unless specifically approved in advance by NREC.
- b) No-cost extensions: Where unforeseen circumstances have severely affected the progress of the supported project, and there is funding remaining in the grant account at the end of the grant period, the grantee may request permission to extend the grant period for not more than one year with no increase in funding. No-cost extensions will be considered for 6-month intervals only. The request must be submitted by November 1, and be as follows: two pages or less, including summary of work completed, work yet to be completed, explanation for why this work has not been accomplished, timeline for accomplishing the remaining work, and a budget table showing the initial approved budget and unspent funding.
- c) Budget transfers: The transfer of more than 10% of the total grant from one budget category to another requires approval from NREC. Requests for such transfer must be made in writing, including justification and the new proposed budget. Requests must be submitted by June 1, or as part of a no-cost extension request submitted by November 1. All requests will be reviewed at regular meetings of the Council.

#### 6) Reports

- a) The principal investigator must submit progress reports detailing progress made toward the specific aims of the grant. All reports are to include the following information: one-page lay summary, objectives, results, impacts, changes in project or personnel, products (publications, presentation, disclosures/patents), and a table showing initial budget and expenditures to date. The one-page lay summary should consist of an abbreviated description of the purpose, methods, results and impacts of the research, written in terms understandable by the general public. All report submissions are to be made through InfoReady.



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- b) Written reports are due as follows: interim report July 1; draft final report December 1; final report, no longer than 4 pages, due by February 28. In the case of approval for no-cost extension, the final report deadline will be moved to the last day of the extension, June 30.
- c) An oral report, in the form of a 15-minute PowerPoint presentation, is to be provided to NREC at one of their mid-year meetings.

### **7) Renewals/Extensions**

- a) Applicants may request and receive approval for projects spanning more than one year, however, NREC will only award funding on a year to year basis.
- b) An application for a funded extension to an existing or previous supported project must be submitted as a new proposal through InfoReady. Applications for extensions will be considered in competition with other proposals for funding and should be, in themselves, discrete projects.

### **8) Indemnity and Liability**

- a) The PI must ensure work funded through NREC complies with all government regulations. NREC will not be liable if a grantee is found to be in breach of such regulations.
- b) All parties to this agreement shall be solely responsible for any and all actions, suits, damages, liability or other proceedings brought against it as a result of the alleged negligence, misconduct, error or omission of any of its officers, agents or employees. No party is obligated to indemnify another party or to hold another party harmless from costs or expenses incurred as a result of such claims; and all parties shall continue to enjoy all rights, claims and defenses available to it under law.

### **9) Confidentiality**

- a) Grant proposals are provided to NREC in confidence. NREC will not use information contained in the proposal (or any further information provided later in support of the proposal) for any purpose except the purpose of reviewing the proposal and monitoring it if it is funded. NREC may disclose the proposal to its employees, external reviewers and, possibly others to assist in deciding whether the proposal should be funded. NREC will not otherwise disclose information unless:
  - i) It is required to do so under Freedom of Information Act, or any other law or regulation to which NREC is or may become subject to; or
  - ii) It is funded, in which case details will be made available on the NREC website and other publicly available databases and in reports and/or paper documents.
- b) For peer review, information will be sent to external experts. By submitting a proposal to NREC, investigators are agreeing they consent to the transfer of proposal information in this way.

### **10) Payments**

- a) Grant payments will be made available through the grantee institution under the direction of South Dakota State University Grants and Contracts Administration. In special cases, South Dakota State University Grants and Contracts Administration may direct AES to process awards through direct pay invoices submitted to AES by the grantee, with additional terms and conditions outlined in an addendum to this document.

### **11) Revisions**

- a) Revisions to these terms and conditions shall be presented to the South Dakota State University Assistant Vice President for Research Development and Administration for review and comment two weeks before the NREC is scheduled to vote on the proposed revisions.