



Johnson C. Smith University

150 YEARS of UNDENIABLE PROGRESS

1867 - 2017

## **PARTICIPANT AGREEMENT of the 2016-2017 Grant Development Institute**

This PARTICIPANT AGREEMENT of the 2016-2017 Grant Development Institute at Johnson C. Smith University is made as of September 23, 2016, by and between the undersigned as below.

### **I. Purpose**

The purpose of the PARTICIPANT AGREEMENT is to ensure:

- 1) the participant understands the guidelines and rules of the Grant Development Institute (GDI) sponsored by the Government Sponsored Programs and Research (GSPAR);
- 2) the participant understands and meets the requirements for participating in the GDI;
- 3) the participant understands the policies and rules of government grant application submissions at the University and meets the requirement that the **FINAL VERSIONS** of all application documents **MUST** be submitted to the GSPAR office **THREE BUSINESS DAYS** prior to the deadline.

### **II. Term**

The PARTICIPANT AGREEMENT shall begin on **September 23, 2016** and shall continue until **THE DAY AT LEAST ONE state or federal government grant application submission is completed.**

### **III. Workshops**

Participant must attend all training workshops provided by the GSPAR office or federal funding agencies pertaining to grant proposal development and/or grant application submission during the period of participating in the GDI.

### **IV. Meetings**

Periodic meetings shall be held regularly as determined by the GDI Guideline. Meeting notes shall be submitted to the GSPAR office as stated in the GDI Guideline Booklet.

**V. Stipend**

Stipend will NOT be awarded to the participant team UNTIL the grant application submission is completed. The GSPAR office reserves the right to award NO or REDUCED stipend to a team which submits a poor quality grant application.

**VI. Management and Cooperation**

PI / Co-PI shall coordinate the entire process of grant proposal development with his or her team members and manage the submission of at least one GOOD QUALITY grant application during the one-year period of the GDI. All participants shall cooperate with their team members to develop a high quality grant proposal and complete the grant application on time.

**VII. Voluntary Withdrawal**

Participants may withdraw from participating in the GDI at any time. A written notice shall be submitted to the GSPAR office with the understanding that his or her portion of the stipend will be forfeited. The GSPAR office reserves the right to make a decision to award the stipend to a new team which continues to develop the grant proposal and submit the grant application within the one-year period of the GDI.

**VIII. Terms of Stipend Payment**

Participants shall receive their portion of the stipend according to their time and effort spent on the development of the grant application. A time and effort form will be distributed to each team right after the grant application is submitted. Payment of the stipend will be made through the University’s payroll system.

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By signing below, you certify that you understand above terms and conditions and the guidelines and rules of the GDI and agree to meet the requirements. This Agreement is to be executed on the dates indicated below, effective as of the date indicated above.

<b>Participant (Printed Name)</b>	<b>Participant (Signature)</b>	<b>Date Signed</b>
<b>GSPAR (Printed Name)</b>	<b>GSPAR (Signature)</b>	<b>Date Signed</b>