



OFFICE *of the*  
VICE PROVOST  
*for* RESEARCH

EAST TENNESSEE STATE UNIVERSITY

**Research Funding Program PI and Chair Commitment Form**

**As PI on this Research Funding Program proposal, I commit to the following RFP Award requirements if awarded:**

- Submit progress report to ADR and VPR by January 15, 2025.
- Submit final report to ADR and VPR within 30 days of project completion.
- Submit project-related press release to be featured in ETSU marketing and communications within 30 days of project completion.
- Notify the ADR and VPR of all RFP-related outputs (e.g., publications, external grant awards) as they become available during and after the award period.
- Follow all ETSU purchasing, travel, and personnel guidelines.
- Obtain necessary approvals (animal care, biosafety, IRB) prior to receipt of funds.
- Complete all work during the funding period or send a written request for an extension to the VPR a minimum of 60 days prior to the end of the grant period.
- Include an acknowledgement of support from ETSU on any publication or presentation of work funded fully or in part by the ETSU Research Funding Program
- In collaboration with the Department Chair, fund any expenditures in excess of the total budget, unallowed charges, and expenditures made beyond the grant expiration date.
- Return all grant funds remaining to the Office of the Vice Provost for Research if the grantee leaves the University during the funding period.
- Return all grant funds remaining at the end of the grant period back to the Office of the Vice Provost for Research.

\_\_\_\_\_  
**PI Signature**

\_\_\_\_\_  
**Date**

**As Chair of the PI on this Research Funding Program proposal, I attest to the following RFP Award requirements, if awarded:**

- The PI on this RFP application will have a minimum of 25% effort allocated to research during the project period.
- I am supportive of the PI engaging in the proposed research project if funded.

\_\_\_\_\_  
**Chair Signature**

\_\_\_\_\_  
**Date**