Principal Investigator (PI) Responsibilities
I, _____________________ have provided a copy of my grant, information on the grant closing procedures, and my plan for storing materials after grant closure in compliance with my specified project and funding. I will coordinate with the college’s Technology Office and Budget Office regarding procedures of any technology or project supplies and materials. I also understand that I must use the Grant Space Allocation Form in order to request additional space usage in the TA Grant Space Room.

Location & Hours of Operation
Grant Space is located in the UCF Teaching Academy where classes are scheduled. The exterior doors to the building are unlocked Monday – Friday, 7 a.m. until 11 p.m. when classes are in session. The building is also open on weekends when classes are in session. The TA 403 Grant Space is locked via an alarm system after business hours. Those assigned a workstation in the TA Grant Space can be issued an alarm code to have 24 hour access to the space. PI’s and Project Staff can also be issued a building entry key for access when the building doors are locked. Please contact the Director of Technology and Facilities, Larry Jaffe to request an alarm code and key if applicable.

Communication & Supplies
Occupants will have internet access, a desk, and a file cabinet space. Additionally, PI’s and Project Staff will have access to the centralized printer, copier and scanner. There is a centralized copier in TA 403. The cost of printing per page for a single side includes 2.25 cents for a black and white copy, and .06 cents for a colored copy. However, paper will not be provided. In order to obtain your project’s copy code, please contact the College Budget Office and provide them with your project’s account number. It is recommended that PI’s and Project Staff use the centralized printer, copier, and scanner rather than purchasing individual printers through their grant. Please contact the College Technology Office (3-6074) if the centralized printer is not showing up on your computer or if technology assistance is needed.

PI Space Utilization
I have been assigned station _____ in Grant Space(s) in TA 403 for the allotted time __________, 2014 until __________, 2014. I have also been assigned storage cabinet(s) ____. However, if I am not utilizing the space and storage, I will communicate with CEDHP Office of Research Team and report that I no longer have a need for the allocated space. At this time, communication would occur to move toward a close out of using that space and I will have an opportunity to void the space agreement.
Close Out Procedures, Responsibilities, and Policies

All grant data and materials must be removed from the TA Grant Space by the end of the space agreement contract. Storage is not available in the Teaching Academy for projects that have ended. Please refer to your project and funding grant closing plan and procedures regarding the storage of materials after grant closure to ensure that you are in compliance with your specified project and funding.

- The PI is responsible for following closeout and data filing protocol specified by the issuing Grant.
- For financial records that require storing, the CEDHP Budget Office can assist with having financial materials move to the University’s central storage facility. Use of this facility requires completing the proper documents and using specific sized boxes. Please refer to Eric Brewington’s letter and the attached documents for details.
  - If materials need to be stored after the project closes, please obtain the appropriate storage boxes prior to the grant closing date.
  - If I have project sponsored research records and financials 5 years after the end date of the project that can be shredded, I will complete the Destroyed Record Form and submit it to the Budget Office.
  - As an additional resource, I can contact the Assistant Director of Facilities, Benie Harris, to inquire about document shredding. The approximate dates for delivering materials to be shredded are mid-March, mid-June, and mid-October.

By signing below I, __________________ acknowledge that I have read and agree to comply with the CEDHP Agreement and the terms specified by my grant.

_________________________________________  __________________________
PI Signature                  Date

_________________________________________  __________________________
Associate Dean of Research   Date