

GRANT EXEMPTION CERTIFICATION INSTRUCTIONS AND FORM

Procedures to Monitor and Control Exempt Grant-Specified Items and Services:

1. College of Charleston policy ensures that all procurements are made in compliance with the South Carolina Consolidated Procurement Code. In order to facilitate compliance, this policy, with associated procedures, is included in the CofC internal Procurement Manual and is posted on our website for all staff and faculty members.
2. This exemption will be certified by the project manager, or principal investigator, of the grant and the Office of Research and Grants Administration and will be limited to major equipment, subcontracts, information technology products and services, and consultants essential to the successful completion of a grant-funded project.
3. The certification process will require a written justification by the project manager stating why the particular specified equipment or services are essential and critical to the successful completion of the grant-funded project. Without this certification, the equipment or service will be acquired in accordance with the South Carolina Consolidated Procurement Code.
4. Prior to acceptance of a certification for exemption, each principal investigator must have had the proposed project reviewed and approved by his departmental chair or dean and the CofC Office of Research and Grants Administration. Upon completion of this internal review and approval, the certification for exemption will be accepted by the authorized CofC procurement officials.
5. Among the areas considered during the proposed project review process are the necessity, appropriateness and/or uniqueness of the requested equipment, consultants, and contractors, with the underlying premise that the principal investigator is best able to determine the needs of the project and to determine if such equipment and/or services are essential to the successful outcome of the project.
6. All transactions utilizing the exemption will be recorded and open to audit to ensure compliance with the procedures.

AFFADAVIT OF COMPLIANCE

I, _____, hereby certify that the _____ Major Equipment _____ Subcontract(s) _____ Consultant(s) herein specified by particular brand, vendor, institutions or individuals are essential and critical to the successful completion of this externally funded grant proposal titled:

For the following reason(s) (attach additional page if necessary):

Additionally, I further attest that NO collusion or favoritism exists and there is NO conflict of interest.

Principal Investigator	Date	ORGA Director / Asst. Director	Date
Department Chair / Dean	Date	ORGA Proposal No.	

A copy of this completed Certificate must accompany any purchase requisition requesting procurement of items to be exempted from the SC Consolidated Procurement Code. Please be advised that no commitment for goods or services may be made prior to the issuing of a purchase order.

Exemption # 11-35-710-(117)