BRYN MAWR
COLLEGE

Faculty Grants
Handbook

PREFACE

This manual is the result of an effort to bring together the policies and procedures relating to grant-supported faculty research at Bryn Mawr College. It is designed to assist faculty members and other members of the College community in their efforts to obtain funding support from government or private sources. We intend the manual to be a general guide for the writing, submitting, and administering of grants, as well as a statement of the College's policies and procedures related to grant and contract supported research.

It is the desire of the College and the Office of Sponsored Research to maximize the opportunities for sponsored research and to support faculty members in their efforts to serve the teaching, research, and community service interests of the College. For the Office of Sponsored Research to be most effective in its support, we ask that members of the faculty who initiate proposals follow the manual carefully in meeting the proposal guidelines of the funding organization.

We trust that this manual will be a useful tool and will give the reader insight into the aids available and the requirements of sponsored research administration.

Nona C. Smith, Ph.D.
Director of Sponsored Research

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I. INTRODUCTION

It is the responsibility of the administration to encourage scholarly inquiry by the faculty. The administration is committed to maintaining an environment that encourages intellectual creativity and inquiry in providing adequate support for faculty research. The College also encourages the participation of students, undergraduate and graduate, in sponsored research.

It is the responsibility of the faculty to pursue scholarly activities that will contribute to their discipline and make available to their colleagues and the public the results of such efforts and accomplishments. The research and scholarly activities of the faculty are expected to reflect and sustain the academic goals and missions of the college.

II. INFORMATION SOURCES

A number of College documents that might be helpful to principal investigators and the offices where they may be obtained are listed below:

A. **Plan of Governance:** Available from the Provost

B. **Faculty Handbook:** Available from the Provost

C. **Human Resources Policies & Guidance:** Available from the Human Resources Office

D. **Accounting Policies and Procedures:** Available from the Controller's Office

E. **Guidelines for Research Approval:** Animal Welfare available at IACUC; Human Subjects available at IRB

III. SPONSORED RESEARCH PROTOCOL

Approval of a proposal by the appropriate department chairperson indicates a favorable evaluation of academic merit. Approval of a proposal by the appropriate college administrator indicates a favorable evaluation of its financial implications and/or requirements, and its congruence with the College's mission. As a preliminary to such approval, the following conditions should be met:

- Identification of appropriate funding sponsors within College guidelines

- Unrestricted dissemination rights to all findings derived from the proposal project

- Elimination of conditions to the award that would jeopardize the College's commitments or its mission

- Elimination of financial obligations attached to the award, other than those stated in the proposal and approved by the appropriate College official.

III. GRANTS ADMINISTRATION

The following are the administrators, committees and/or offices of the College that have responsibilities connected with some or all faculty grants.

A. PROVOST

The Provost is the College official responsible for policies relating to sponsored projects requiring College approval. The Provost acts in conjunction with the Faculty Committee on Awards and Grants regarding internal funding. In the event of the Provost's absence at the time a signature on a proposal is required, another officer of the College will act in the Provost's stead.

B. DIRECTOR OF SPONSORED RESEARCH

The Director of Sponsored Research reports to the Provost and is responsible for

reviewing and approving faculty research grants prior to obtaining the signature of the authorized college official.

C. COMMITTEE ON FACULTY AWARDS AND GRANTS

The College has a certain amount of funding available to award each year through a competitive process. Faculty receive proposal guidelines in the late fall and mid-spring of each year for a bi-annual competition. The Committee on Faculty Awards and Grants, together with the Provost, is responsible for the recommendation and awarding of internal research funds in support of those proposals. The Committee also makes recommendations to the Provost on the merit of faculty proposals for the NEH Summer Stipend, Mellon grants, Whiting grants and others of similar type. In addition, this Committee makes recommendations to the President and Provost regarding Junior Faculty Research Leaves. The Committee on Faculty Awards and Grants is composed of four elected members of the General Faculty, the chair of the Committee on Appointments, and the Dean of the Graduate School of Arts and Sciences or the Dean of the Graduate School of Social Work and Social Research.

D. COMMITTEE ON APPOINTMENTS

The Committee on Appointments, in making recommendations to the President for the promotion, reappointment, or termination of appointment of any officer of instruction, reviews the research efforts of the faculty member. The Committee takes that information into consideration in its recommendation. The Committee on Appointments also reviews all enhanced sabbatical and Jr. Faculty Research Leave proposals and makes recommendations to the President of the Institution on those requests.

E. OFFICE OF SPONSORED RESEARCH

The Office of Sponsored Research is responsible for assisting faculty, staff, administrative personnel, and students in the acquisition of external funding to support research and other projects. The Office of Sponsored Research is composed of a Director and a part- time Grants Associate. The Grants Officer serves ex-officio on the College Institutional Research Board (IRB), Institutional Animal Care and Use Committee (IACUC); and the Committee on Faculty Awards and Grants. The Director also serves as liaison between project directors, sponsors, and members of the administration and has oversight responsibilities in post-award administration.

F. OFFICE OF INSTITUTIONAL GRANTS

The primary function of the Office of Institutional Grants is to develop proposals that advance institutional priorities, working in collaboration with key administrators and faculty to articulate strategies, frame compelling arguments, and gather relevant data and information to support grant applications. The Office also assists and advises faculty in the preparation of applications to private foundations for fellowships and research funding and works with the Office of Sponsored Research and other staff in the Provost's Office to coordinate the submission of such applications and ensure compliance with post-award reporting requirements. Prior to contacting a foundation or submitting a proposal, faculty members should consult with the Office of Institutional Grants.

G. DIRECTOR OF INSTITUTIONAL GRANTS

The Director of Institutional Grants reports to the Provost and is responsible for development and review of institutional proposals, and obtaining necessary signatures for submissions. The Director is also responsible for ensuring that post-

award reporting requirements are met.

H. CONTROLLER'S OFFICE

The Controller's Office is responsible for assisting with the financial administration of externally funded projects. In the pre-award phase, the Controller's Office has responsibility for the periodic report on which indirect cost rate negotiations, with the Department of Health and Human Services, are based. The Controller's Office is responsible for the implementation of College, sponsor, or regulatory agency policies as they pertain to the financial transactions of the College. In the post-award phase, the Controller's Office is responsible for 1) creating/updating the project budget in the College accounting system and reviewing the financial progress of the project; 2) processing all financial transactions, including calculations of any allowable indirect costs and the collection of funds for reimbursement-type grants; 3) preparing and submitting any interim and final financial reports required by the granting agency; and 4) responsibility for the annual federally-required Uniform Guidance audit (formerly A-133).

I. HUMAN RESOURCES

The Office of Human Resources is responsible for recruitment of new employees; administration of College-provided benefit plans; acting in an advisory capacity in compensation issues, employee relations, and staff development; administration of the College's affirmative action plan; compliance with all applicable state, federal, and local employment laws. All personnel paid for through a grant (except currently enrolled students at Bryn Mawr College) must be processed through Financial Aid and must follow the normal employment procedures of the College and be processed through Human Resources.

J. LIBRARY AND INFORMATION TECHNOLOGY SERVICES

The Library and Information Technology Services (LITS) division provides support to faculty for grant-funded activities and research generally. Services for grant activities include: Technology purchasing and consultation; data storage on the College's networked servers; Internet2 network services including a dedicated connection to the Research & Education network; data discovery and analysis consultation on a wide range of topics; circulating library collections, Interlibrary Loan, a wide array of electronic resources, and support from research librarians; digital scholarship resources for incorporating tools and methods into your research and scholarly communication; help with web project including new websites, blogs, and online journals; digital mapping tools and support; support for the College's institutional repository and consultation on open access and publication contracts. Please be aware of the College's Acceptable Use Policy and Data Handling Policy.

K. DEPARTMENT CHAIRS

Department Chairs are responsible for fostering and promoting research and scholarly activities within their departments. Department chairs should be aware of research proposals and ensure that proposed commitments for released time, research assistants, equipment, etc., are compatible with department needs and priorities.

L. PRINCIPAL INVESTIGATORS

The Principal Investigator has the primary responsibility for securing departmental approval of any proposal prior to submission. The Principal Investigator must submit any proposal that requires a College signature to the Office of Sponsored Research for preliminary review before submission. In addition, the Principal

Investigator is responsible for remaining abiding by any and all rules or regulations attached to receipt of an award.

V. SOURCES OF RESEARCH SUPPORT

The Office of Sponsored Research provides assistance to faculty in obtaining support from internal and external sources and administering such awards. The Office of Sponsored Research offers the following services:

A. EXTERNAL SUPPORT

Electronic searches for potential funding in the faculty member's area of interest

- Timely dissemination of funding information through an internal publication or personal contact
- Assistance and advice with proposal preparation
- Knowledge of federal regulations
- Proposal and budget review to assure compliance with funding source and College requirements
- Recommendations to appropriate college official and securing administrative signatures when necessary
- Assistance in negotiation of final award, if necessary
- Initial post-award administration including setting up budget, obtaining account number, and notifying the Provost and Communications Office of the award
- Post-award expenditure review and approval prior to payment
- Budget changes and adjustments approval and notification to Controller's office, as well as the source agency when necessary
- Monitoring required report deadlines through contacts with the Principal Investigator and the Controller's Office

B. INTERNAL SUPPORT

Internal funding includes awards through the Faculty Awards and Grants Committee, as well as support available through dedicated funds such as the Faculty Research Pool, faculty travel and other restricted funds. The Office of Sponsored Research directs the faculty to the appropriate internal funding sources, assists faculty members with proposal preparation and reviews and approves expenditures from internal research resources.

VI. PREPARATION OF PROPOSALS

A. PRELIMINARIES

The Principal Investigator should:

- discuss the proposed project with the Department Chair to assure consistency with departmental objectives and availability of necessary resources
- make preliminary contact with a representative of the outside funding agency to which the proposal will be submitted. Exploratory discussions may be useful in making decisions regarding the formal proposal. It is best to outline the proposal only in general terms in such preliminary discussions

- develop a preliminary draft of the proposal, including an estimated budget, to determine whether project completion is feasible within the scope of the time allowed and the dollars available from the source

- contact the Office of Institutional Grants if a foundation is to be approached for funding to ensure that such an approach will not conflict with broader institutional efforts.

B. PROPOSAL FORMAT

Once the Principal Investigator is satisfied that the project is viable, a funding source is identified and guidelines obtained, the proposal should be written in accordance with the agency's requirements and budget items should be in accordance with the Office of Management and Budget Supercircular regulations.

C. PROPOSAL CONTENT

The Principal Investigator is responsible for the content of the proposal. The PI should read the program guidelines carefully to determine exact requirements. Requirements, such as number of pages, length of narrative, maximum budget allowed, etc. must be strictly adhered to. Generally, proposals follow the format detailed below:

1. **TITLE PAGE:** Many sponsors, particularly government sponsors, supply title page forms. For freeform proposals, the title page should include the following information:

   - the name of the agency to which the proposal is being submitted

   - the name of the College

   - the title of the project

   - the name of the principal investigator and departmental affiliation

   - the proposed project period

   - the name, address and telephone number of the Principal Investigator, with a space for signature

   - the name, address and telephone number of the authorized institutional official, with a space for signature

   - the date of submission

2. **ABSTRACT(Summary):** The technical abstract should be no more than 250 words and should state the significance of the project, how it will be accomplished, and the time span of the project. Some federal agencies have very specific requirements for what the abstract (summary) should contain and principal investigators are responsible for including those required elements.

3. **TABLE OF CONTENTS:** (Optional)

4. **INTRODUCTION:** The introduction should be a definitive statement of need that emphasizes the importance of the work. An introduction sets forth the focus of the project.

5. **DESCRIPTION OF PROJECT (NARRATIVE):** The narrative should include project objectives, methods and procedures, planned dissemination of findings, personnel support, and equipment and facilities available or needed. It should be a full and detailed technical description of the research to be undertaken, the need for such a project and its expected results, the methodology to be employed, and a description of the method of evaluation. It is important that the number of pages does not exceed the limitations set by the sponsor.

6. **INSTITUTIONAL PROFILE:** The site of the project should be described, together with all equipment and facilities necessary to the success of the project. If funding is being requested for additional facilities and/or equipment, the need for these items should be addressed here. Overall costs for this request should be included in this section.

7. **PERSONNEL:** A brief description of the personnel and their areas of expertise should be given, although formal resumes are often included in the appendix.

8. **PUBLICATION:** If publication is one of the expected results of the project, a brief synopsis of the publication content and its costs should be detailed.

9. **TRAVEL:** If travel will be necessary to the completion of the project, a general travel plan, justification for the travel, and costs should be narrated.

10. **CONSULTANTS:** Consultants should be selected prior to submission of the proposal and mentioned by name. Consulting rates should be specified. Consultants should be used only when college personnel do not have the required qualifications, or when an outside consultant would provide a necessary and unique contribution to the project. Some funders restrict the amount per day that can be charged for a consultant.

D. **BUDGET:** The budget of any proposal is always the "bottom line." The budget must be as accurate as possible, based on estimated costs, some of which may change prior to notice of award. When a project is expected to extend over more than one year, the budget for each additional year should be incremented at the standard "cost of living" rate. The components of a budget are the DIRECT COSTS (those directly attributable to the project), and the INDIRECT COSTS (those that cover general management and support charges). Except for the cases where indirect costs are not acceptable or are specifically set by the funding agency, proposals should include indirect costs based on the College's negotiated rate. The current indirect cost percentage can be obtained from the Office of Sponsored Research (grants) website.

1. **DIRECT COSTS**

   a. **Salaries and Wages:** List professional personnel, staff, graduate undergraduate student necessary to the completion of the project. Estimated time committed to the project by each should be clearly stated. Summer salaries and academic year salaries should be listed separately. Tuition may be part of the compensable costs for students if allowed by the funder.

   b. **Benefits:** Benefits are calculated for all salaries or wages to be expended. The rates differ between the summer and academic year. Current rates for all positions can be obtained from the Office of Sponsored Research (grants) website.

   c. **Supplies:** Identify as specifically as possible any and all consumable supplies needed for the project. Estimated costs for these should be obtained from the appropriate campus office.

   d. **Equipment:** List the estimated costs of specific equipment necessary to the project and currently not on hand. Equipment is usually designated as 1) special purpose equipment, 2) general equipment, or 3) expendable equipment. Special purpose equipment is any equipment necessary to the project. General purpose equipment includes typewriters, personal computers, etc. If expendable equipment is necessary to the proposed costs, Computing must be consulted. For equipment purchased on a federal grant, where the cost is $3,000 to $150,000 – 3 quotes must be obtained from separate vendors. If the cost of the equipment is over $150,000 – sealed bids are required. Federal procurement regulations can be found at CFR 200.316--326

e. **Travel:** All travel attributable to the project should be itemized. Travel expenses should be sub-divided for domestic travel and foreign travel.

f. **Participant Support Costs:** These include stipends, travel, tuition, subsistence, and any other costs necessary for certain types of projects, such as training grants.

g. **Computer Time:** Computer time and support services can rarely be charged to a project as they are part of the base for the negotiated indirect cost rate.

h. **Consultants:** State what the consultant will be doing on the project, the total amount for such services and how the total was calculated.

i. **Publication:** Include all costs attendant to any publication that is expected to result from the project.

j. **Miscellaneous:** Items such as copying, telephone, mail, equipment maintenance, etc. can either be added together under this single category or listed separately.

k. **Subcontracts:** Federal agencies require that both the contractor and subcontractor adhere to Office of Management and Budget requisites regarding accounting and audit procedures. It is the responsibility of the Principal Investigator to obtain assurance from the subcontractor that compliance with federal regulations will be maintained. Failure to do so makes the primary contractor liable. Subcontracts on federal grants may not be issued to any person or entity appearing on the U. S. Government Terrorist Exclusion list.

2. INDIRECT COSTS

a. **Negotiated Indirect Cost Rate:** The College has a negotiated percentage rate to be used in the calculation of indirect costs. The rate is applied to all modified total direct costs **(excluding capital expenditures, buildings, individual items of equipment; alteration and renovations, and that portion of any subaward in excess of $25,000**) and differs for on-campus and off-campus project time. The current rate for indirect costs can be obtained from the Office of Sponsored Research (Grants) website.

b. **Limited Indirect Cost Rate:** Some funding agencies limit indirect costs or disallow them entirely. The program guidelines detail the applicable regulations.

3. COST SHARING

Federal agencies often require the institution to demonstrate its participation through the contribution of a portion of the funds required for the overall project. Faculty salary, related fringe benefits, computer time, and other non-federal grant support are often proposed for cost sharing. General supply and expense items should not be included in the cost share line.

E. BIBLIOGRAPHY

Bibliographic references should be selected carefully and only those discussed in or relevant to the proposal should be included.

F. APPENDICES

Although some guidelines specifically request that no appendices be added to a proposal, often the appendices are necessary for a comprehensive understanding of the proposal and to convey adequate information about the senior personnel. These additional materials might include letters of support from the institution and

peers, copy of a publication, graphs and diagrams, or any other documentation necessary to the proposal.

G. RESUMES

In most instances, funding agencies require or expect resumes to be attached. These should be current and in readable form. Even if a resume is not required, appending one to the proposal is a good idea unless attachments are specifically forbidden.

H. DEADLINES

Requests for proposals usually have set deadlines for submission. Although it is sometimes possible in the extreme instance to obtain permission to submit a day or two late, federal agencies generally frown on requests of this sort. Deadline information should be checked carefully; a missed deadline is a missed opportunity.

VII. PROPOSAL SUBMISSION

A. Submission Approvals: The pre-submission route for any proposal requiring an institutional signature is as follows:

- the Department Chair must see and approve the draft proposal

- the Office of Sponsored Research must have adequate time to review the proposal and suggest any modifications

- the Director of Sponsored Research, the Provost or another institutional official must approve the proposal

B. Proposal Submittal Form: An internal form to summarize the information in the full proposal is available on the Office of Sponsored Research (grants) website and should be submitted to that office.

C. College Deadline: The Office of Sponsored Research requests that proposals be submitted for institutional signature at least one week prior to the funding agency's deadline.

D. Special Review: Any proposal that involves human or animal subjects must be reviewed by the appropriate campus committee. The Principal Investigator is responsible for the proposal's submission to such committee.

E. Transmittal: The Principal Investigator is responsible for the transmittal of the proposal to the Office of Sponsored Research. If the proposal is to be submitted electronically by the institution, the Office of Sponsored will make every effort to submit the proposal within the allowable timeframe.

F. Budget Modifications: Funding agencies may sometimes request budget modifications to pending proposals. Such budgets must be submitted to the Office of Sponsored Research for review prior to submission to the funding agency.

G. Budget Negotiations: Budget negotiations with funding agencies are usually a cooperative effort involving the Principal Investigator and the Office of Sponsored Research Director.

VIII. PROCESSING THE AWARD

A. Award Notification: When a proposal has been approved for support by a sponsor, both the Principal Investigator and the institutional official are notified.

B. Establishing an Account: After a grant is determined to be acceptable, the Office of Sponsored Research secures a budget number and sets up the budget using the

appropriate college budget categories. A copy of that budget, together with the terms of the award, are then forwarded to the Principal Investigator and the Controller's Office. It is occasionally necessary to confer with the Principal Investigator regarding the distribution of funds within the budget, particularly if the sum awarded does not match the sum requested.

C. **Drawing on the Account:** Once the award has been assigned a budget number, the Principal Investigator may draw on the account. If, during the project, reallocation of monies between budget objects is required, the Principal Investigator should request such fund movement in writing to the Director of Sponsored Research. The Director will make the necessary adjustments. All charges against the account should be routed through the Office of Sponsored Research for approval.

D. **Hiring Grant Employees:** When calculating the budget lines for personnel on a grant, the following employment-related guidelines should be considered.

- All new employees must report to Human Resources on the first day of employment to complete the necessary tax forms and employment cards.

- All employees who work .74 time or more are eligible for benefits. The current benefit rate to be built into the grant can be obtained from the Sponsored Research Office.

- Faculty salary increases occur on the employees anniversary date and should be adjusted appropriately for multi-year grants.

- Staff salary increases occur yearly on the starting date anniversary and should be adjusted for multi-year grants.

- Faculty and administrative/professional staff are paid on the last day of the month and hourly employees are paid every other Friday.

- Foreign students, faculty, or staff who will be paid from a grant must obtain valid authorization to work in the United States and be able to show proof of authorization upon employment.

- Once a grant has been funded, the principal investigator is responsible for submitting the following information to Human Resources 30 days prior to the starting date of new grant employees. This will ensure timely payment of salary:

  Name of employee, grant number, budget object number, beginning date and termination date of employment, number of hours to be employed, hourly wage or monthly salary, full or part-time status total amount of money to be paid. The grant hiring form should be used for this purpose. If the employee is a student, utilize Job-X.

- In the event of a no-cost extension or a non-competing continuation grant, it is the responsibility of the principal investigator to inform Human Resources when employees charged against the grant are to be paid past the initial termination date. In addition, for continuation grants the principal investigator must submit new Grant Employee Hire forms for all personnel and dates of employment to be charged to the new grant year. This should be done prior to the starting date of the continuation so that salaries can be properly applied against the correct budget number.

IX. **POST-AWARD ADMINISTRATION**

A. **Expenditure of Funds:** Any charges made against a grant must be valid, accurate

and meet the requirements of the Office of Management and Budget Supercircular, as well as the guidelines and the stipulations appearing in the award letter from the funder. All expenditures against a grant account must be made before the closing date of the grant. Requests for payment from a grant must be approved by the Director of Sponsored Research prior to submission to the Controller. No vendor, whose name appears on the U. S. Government's Vendor exclusion list, may be paid from a federal grant. No payment may be made to any organization or individual listed on the U. S. Government's terrorist exclusion list.

B. **Subcontracts:** All subcontractors must state in writing that they will abide by the federal regulations governing grants. A subcontract agreement will be drawn up by the Principal Investigator's institution and the signature of a cognizant subcontracting official must be affixed to the agreement. Subcontractors submit bills to the Principal Investigator who then routes the statements through the Office of Sponsored Research. Subcontracts may not be issued to anyone or any organization on the U. S. Government Exclusion Lists cited above.

C. **Over-expenditures**: The Director of Sponsored Research should be advised immediately of any over expenditure. The Director will then work with the Principal Investigator, their Department, and the Provost to redistribute those charges. In some instances, the Principal Investigator may be responsible for the fund deficiency.

D. **Retroactive Cost Transfers**: No cost transfers can be made unless the expenditures are applicable to the account against which they are to be charged. A Cost Transfer Form must be completed and approved by the Director of Sponsored Research. The form can be found at https://www.brynmawr.edu/grants/policies-and-forms.

E. **Sponsor Payment**: Normally, payment is made on a billed basis. In some cases, however, a private funder may make pre-payment in the form of a check mailed to the Principal Investigator. Checks received in this manner should be forwarded to the Office of Sponsored Research for processing.

F. **Changes in the Scope of the Project**: Any change in the scope of the project requires that the Principal Investigator notify the award sponsor and obtain approval from that sponsor for the changes. A copy of the request should be submitted to the Sponsored Research Office.

G. **Change of Principal Investigator**: If there is to be a change in either the Principal Investigator or Principal Investigator's effort, approval for such a change must be obtained from the award sponsor. The Sponsored Research Office must be notified of any such change.

H. **No-cost Extensions**: The Director of Sponsored Research has the authority, on receipt of the appropriate request from the Principal Investigator, to approve a one-year, no-cost extension for federal grants except those having a federal I.D. number beginning R10, R18, and R43. The Director of Sponsored Research will notify the funding agency of such extensions. Requests for extensions must be submitted 30 days in advance of the current end date of the grant

I. **Equipment purchase**: Prior to purchase of any equipment, efforts shall be made to determine whether the equipment is American made. Equipment purchased on federal grants should be American made "where practical." The purchase of any computer or video equipment must be approved by LITS. Equipment paid for by a federal grant and costing more than $150,000 must be purchased using a competitive bidding process.

J. **Time and Effort Reports**: The Principal Investigator on any federal grant from which expenditures were made during the fiscal year must complete and submit an effort report to the Director of Sponsored Research. The form for effort reports can be found at https://www.brynmawr.edu/grants/policies-and-forms.

K. **Conflict of Interest**: Any person holding a federal grant must complete a Conflict of Interest form should that person determine that a potential Conflict of Interest has occurred due to a divergence between an individual's private interests and their professional obligations to the College such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise. The form can be found at https://www.brynmawr.edu/grants/policies-and-forms.

L. **Technical and Financial Reports**: The Principal Investigator is responsible for the timely submission of all technical reports, in accordance with the terms of the grant. The Controller's Office is responsible for all financial reports, in accordance with the terms of the grant. Unless otherwise specified in the grant terms, both reports are normally due within two to three months of the termination of the grant.

X. NON-FUNDED PROPOSALS

Increased competitiveness and the decrease in available funding dollars within funding agencies means that not all proposals will be funded. In the event a submitted proposal does not receive funding, the Principal Investigator should advise the Grants office so that its records can be kept up to date. It is also prudent to request copies of the peer reviews. Many times the proposal can be amended to reflect the advice of the reviewers and then be resubmitted. Such amendment and resubmission will often result in funding for the project.

XI. REQUIREMENTS FOR FEDERAL AWARDS

For detailed information on Office of Management and Budget rules governing allowability of expenditures and audit compliance for federal awards, view the grant management Supercircular document from the Federal Register.

XII. APPENDICES: Policies

- [Patent Policy](#)
- [Policy on a Drug-Free Workplace](#)
- [Policy on Ethical Standards](#)
- [Conflict of Interest Policy](#)
- [Conflict of Interest Form](#)
- [Cost Transfer Policy](#)
- [Responsible Conduct In Research](#)
- [Subrecipient Monitoring](#)
- [U. S. Flag Carrier Requirement](#)
- [Travel Policy](#)
- [Course Buyout](#)