## GRANT AWARD

**Grant Title:** _______________________________

**Completed by:** _____________________________

**Date:** _____________________________________

### POST AWARD PROCESSING

**GL Code:** ____________________________

- **Grant Type:** Federal  State  Other
- **Term Start:** ____________________________
- **Term End:** ____________________________

### Division of Indirect Costs:

- **Total Award**
- **To Project**
- **To College**

<table>
<thead>
<tr>
<th>Division of Indirect Costs</th>
<th>Total Award</th>
<th>To Project</th>
<th>To College</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Total Indirect Costs in budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(B) Enter lower of (A) or $20,000</td>
<td></td>
<td></td>
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<tr>
<td>(C) Subtract (B) from (A)</td>
<td></td>
<td></td>
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<tr>
<td>(D) Multiply (C) by 25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(E) Subtract (D) from (C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

How will indirect costs directed back to the project be used to support the project? ________________

___________________________________________________________________________________

___________________________________________________________________________________

How will funding be received?

- □ Invoice
- □ Upfront
- □ Draws

How will funding be received? ________________

**Required Reporting?**  □ Yes  □ No  To Whom? ____________________________  When? ____________

Please state any other negotiated details not listed (including matching): ____________________________

___________________________________________________________________________________

___________________________________________________________________________________

**PRE-SUBMISSION PROPOSAL & BUDGET REVIEW:**  Dean  Budgets  Provost
Westminster College Grant Budget Guidelines

A draft of all external grant proposals and budgets must be approved by your dean, the budgets office, and the provost prior to submission. For grants that require institutional submission (ie NSF grants), please provide the proposal due date well ahead of time to ensure a Westminster authorized approver will be available to submit it.

Research grant budgets will typically consist of expenses itemized into the following categories:

**Direct costs**
- Salaries (faculty, undergraduate students, project staff)
- Fringe Benefits associated with salaries (employer: FICA, retirement and insurance)
- Equipment, Materials and Supplies
- Travel (to field sites, meetings, conferences)

**Indirect costs** (AKA, Facilities & Administration Costs)

**Matching funds**

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### Definitions and Explanations

#### Salaries and Benefits
- Faculty are able to write salary for themselves into a grant to cover any time not covered in their full time contract with the College, at the same monthly equivalent as their full time contract. E.g., a faculty member on a 9 month contract that makes $63,000 a year is eligible to bring in an additional 3 months of salary from external grants at a rate of $7,000 a month to cover time dedicated to funded projects.
- Undergraduate researchers are paid at a rate of ~$9.40 an hour, or ~$3,000 for an 8 week summer research season as of 2015.
- All faculty, staff, and student salaries in a grant budget must be accompanied by funds to cover fringe benefits. This includes 7.65% on top of all salaries (faculty, student, and staff) to cover the employer portion of FICA. Salary paid off of grants to faculty can also be accompanied by the employer’s 10% retirement contribution, but this must be paid for out of the grant. Salary reimbursed from grants for staff can also be accompanied by the employer’s 10% retirement and insurance contribution (check with the director of budget for the college’s portion). Benefits can be (1) directly written into the grant budget as a direct cost under fringe benefits, (2) be deducted from any total amount budgeted for salaries, or (3) come out of any indirect costs directed back towards the project.

#### Equipment
- Equipment is typically defined as property that (1) has an expected useful life of more than one year, and (2) cost $5000 or more per item. Any items that do not meet both of these criteria would be considered materials or supplies by most funding agencies, although some allow or use a lower purchase price of $2000 when defining equipment.

#### Travel
- PI’s are responsible for paying for gas when using Westminster vehicles for project related purposes funded by external grants. When gas is $3/gallon the rate will be roughly $0.27/mile for a 12 passenger van and $0.23/mile for a minivan. If a college van is not available, the PI’s will need to rent one and pay for gas and the rental cost. The rental costs as of 2015 are approximately $37/day for an economy car, $85/day for a minivan, and $169/day for a 12 passenger van.

#### Indirect Costs
- Westminster College’s federally negotiated indirect cost rate on grants is 30% of all non-equipment costs. This indirect cost rate should be used for grant proposals to all funding agencies that allow for indirect costs. Note that many private funding agencies do not allow for any indirect costs, while others may set a cap or maximum percentage on indirect costs they will cover.
- With prior approval by your dean at the time the grant proposal is submitted, some of the indirect costs can be directed back to the PI to be used for project costs. The first $20,000 of indirect costs on any grant are eligible to be used for the project. 25% of any indirect costs in excess of $20,000 are also eligible to be directed back into the project, with the remaining amount going to the College to cover administrative costs. In order for indirect costs to go back towards a project a detailed description of how the indirect costs will be used to support the project must be provided and approved by the dean prior to the proposal’s submission. Indirect costs should not be itemized on the budget submitted to a funding agency.

#### Matching Funds
- Requirements for matching funds or cost sharing can be met through a combination of "soft" and "hard" matches by the College
- Soft matches are financial commitments that the College has committed to fund apart from your project, but which will contribute to your project.
- Hard matches are financial commitments that are not budgeted and will need a funding source identified. Work with the Dean/Provost to identify funding.

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*Questions related to grant budgets should be directed to Candice Greenwald or your dean.*