1. **Purpose**

The Research Grant Supplement is intended to support Principal Investigators in their research efforts after federal reimbursements under a grant have been exhausted. The Research Grant Supplement program is funded by indirect cost recovery dollars the College receives from federal funding agencies. The program was put in place to coincide with the indirect cost rate agreement that becomes effective on July 1, 2007.

2. **Scope**

This policy governs the administration of Research Grant Supplements. Certain terms referenced by the policy are defined below:

*Indirect Cost:* Expenses that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the College.

*Principal Investigator:* The Principal Investigator is the primary individual in charge of a research grant or other sponsored project. The Principal Investigator is responsible for all actions required to manage and complete the scientific and programmatic aspects of the sponsored project.

*The Fund:* A reserve fund set aside on the College’s financial statements from the indirect cost recovery for future allocations to Principal Investigators in the form of Research Grant Supplements.

3. **Responsibility**

The Controller takes overall responsibility for the administration of Research Grant Supplements.

The Grants Administrator

- Determines who is eligible for a Research Grant Supplement
- Determines the amount of each Research Grant Supplement
4. Eligibility
The Principal Investigator (Investigator) of each federal grant awarded to the College on or after July 1, 2007 is eligible to receive a Research Grant Supplement (*see Amount below). Investigators must be College employees; they may not be grant sub-recipients or other collaborators. If an Investigator leaves the College prior to the end of the grant term, he/she will not be eligible to receive a Research Grant Supplement.

5. Project Period
Investigators will have a two-year period to spend their Supplements. Funds will become available on the first day following the final expiration date of the federal grant award. After two years, any unused monies will revert to the Dean for Academic Affairs. If an Investigator leaves the College prior to the expiration of the two year period, any monies remaining will be forfeited and will revert to the Dean for Academic Affairs.

6. Amount
A Research Grant Supplement will be established for the Investigator of each federal grant awarded after July 1, 2007 that has indirect cost charged to it. The amount will be 1/6 of the indirect cost charged during the grant term.

Example:
If the total indirect cost charged to a grant during the grant term is $24,000, $4,000 (1/6 of $24,000) will be set aside for the Principal Investigator as a Research Grant Supplement.

7. Types of Expenses Covered
Research Grant Supplements may not be used to compensate Investigators. However, funds may be used to pay laboratory technicians and/or students involved with supporting your research (fellowships, stipends or wages). Please note: many wages accrue benefit charges so plan accordingly when arranging these costs.

Other appropriate expenses include but are not limited to:

Conference Support: Professional trips to conferences are appropriate charges.

Publication Expenses: Reimbursement for page charges for publication in learned journals may be requested, as may editorial support and other subventions of academic publications.

Research Materials: The cost of research materials (i.e. laboratory supplies, books, videos, etc.), are appropriate charges. Materials purchased become the property of the College unless other arrangements are made with the Dean for Academic Affairs.

Travel Expenses: Travel to conduct off-site research, archival research, collaborative research, and attendance at faculty retooling seminars/institutes are all appropriate charges. Meal costs and lodging costs can be included.
8. Establishing a Research Grant Supplement
Eligibility for a Research Grant Supplement will be determined during the grant pre close-out process (3 month period prior to final expiration of grant). The Grants Administrator will review the indirect cost history and make a determination on eligibility. The Office of the Dean for Academic Affairs will issue a notification letter to the Principal Investigator. The Controller’s Office will set up a new project in Financial Edge (4235xx range) and transfer funds to it.

9. Expense Review
Expenses will be reviewed by the Financial Analyst responsible for reserve funds in the Controller’s Office prior to making payment. Fellowship payments, stipends and wages will be paid according to College policy.

10. Exceptions
The Controller must approve any exceptions to this policy by written notice.