



**Grant Manual for Externally Funded Research Projects**

Office of Sponsored Research

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## Introduction

This manual provides information to assist faculty and others at Lafayette College prepare and submit research proposals to external organizations (pre-award) and manage awards received from outside agencies (post-award). This manual was prepared by the Office of Sponsored Research and published for faculty review and use. The manual is reviewed and updated to reflect major changes in grant management. This guidance does not replace the instructions or terms and conditions of any solicitation or award. It is meant for general guidance purposes.

Faculty seeking external support for their research should contact the Director of Sponsored Research (DSR) well in advance of the date by which funding is required. Due to the fact that proposal submission, review, and notification takes months by the agency, the Office of Sponsored Research (OSR) suggests that those interested in applying for external funding begin well before funding is needed - a good goal is to start at least one year from when funding is expected to be needed.

**IMPORTANT NOTE:** For the separate process of sabbatical or junior leave, a faculty member should contact the Executive Assistant to the Provost to discuss submission materials for the Committee on Promotion, Tenure, and Review (PTR).

## Overview

The DSR supports faculty by providing information on funding resources, clarifying grant guidelines, reviewing proposal drafts, preparing budgets, determining needed institutional approvals prior to submission, and submitting grant proposals. The DSR is required to submit proposals that require institutional endorsement. Most proposals to government agencies and research proposals to corporations and foundations require institutional endorsement. The DSR will also assist faculty with proposals to other organizations that do not require institutional endorsement and are submitted by faculty as individuals (e.g., fellowships, awards). Once a proposal is funded, the OSR and the Associate Controller's Office will work with faculty members to assure proper management of the grant.

## Pre-Award

### *Who can be a Principal Investigator (PI)?*

The College will support applications by all full-time tenure-track and tenured faculty. Visiting faculty may be eligible to apply for external research funding through the OSR (where institutional support is necessary) but the faculty member must discuss feasibility with the DSR, their department head or chair, appropriate Dean, and seek approval from the Office of the Provost.

If a staff member is included in a grant as PI, Senior Personnel, or other identified person in the proposal, they must have approval **prior to grant submission** from their supervisor in order to participate in this role on the project.

### *What to do when Preparing to Submit a Proposal*

The PI is responsible for the preparation of a proposal to a granting agency. The DSR provides assistance throughout the process. A PI must strictly adhere to external agency guidelines and deadlines. It is important that a PI:

- Plan for their proposal well in advance of the deadline;
- Work with the DSR to review requirements, etc.;
- Develop a schedule for preparing and submitting materials; and,
- Plan to submit well-before before the deadline.

During the proposal development process, the DSR can assist faculty with making connections within Lafayette and perhaps outside if there are necessary collaborations. Some examples include, staff at the Landis Center for Community Engagement who might assist with proposals that require community engagement, staff at the Library may be integral for developing required data management and sharing plans, facilities staff may be necessary to consult if there are laboratory renovations or updates that are necessary.

Being prepared to submit *well before the official deadline date* not only makes the submission process less stressful, it also provides time to ensure that the proposal meets all of the requirements both internally and externally. Giving the OSR ample notice (at least 5-7 business days is recommended) allows for a complete review and time to address any issue discovered. Occasionally, advice is needed from the external agency program official or helpdesk. If the proposal submission is too close to the deadline, there may not be enough time to resolve the issue and get the proposal submitted on time. The DSR will try to submit proposals on the day of the submission deadline, but there is no guarantee that if an issue arises there will be time to address and correct the problem and allow for an on-time submission.

Most federal agencies (National Science Foundation, National Institutes of Health, Department of Defense, Office of Naval Research, Department of Energy, etc.) require proposals to be submitted by an authorized institutional representative (AOR). *At Lafayette, that person is the Director of Sponsored Research*<sup>1</sup>. Organizations that provide fellowship support (NEH, ACLS, Guggenheim, and Fulbright, for instance) usually require individual applicants to establish personal accounts and submit their proposals themselves. Those accounts should be created as early as possible but at least one week before the application deadline.

Faculty whose proposals must be submitted by the College's AOR should submit draft materials to the Director of Sponsored Research **at least seven business days prior to the date by which the faculty member wishes to submit the proposal** in order to leave time for sufficient review and approval by the institution.

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<sup>1</sup> This permission was given to the DSR by the president of the college (letter dated Sept 14, 2021).

Budget development is an integral part of any proposal. It is very important to begin working with the DSR on the budget early so that the PI is able to maximize the support for the project. It is equally important that all budget items are in compliance with Lafayette policies and guidelines as well as the proposal guidelines and any other relevant agency regulations. ***The budget and justification must receive review and approval by the DSR prior to submission.***

Guidance for faculty who are preparing collaborative research proposals with colleagues at other institutions: *be aware that you may encounter additional lead-time for administrative approval at the collaborative institution.* It is imperative that the sponsored research offices at both Lafayette and the other institution(s) be made aware of the intent to apply for a grant in writing well in advance of the deadline and have each other's contact information in order to communicate and set up the additional requirements of the collaborative proposal. Depending on the mechanism by which you are applying, the proposals would have to be submitted as one (as a subaward) or individually (as a collaborative research proposal) but they are interdependent and you must work closely with the other institution and the Office of Sponsored Research in order to have an on time and accurate submission.

### Proposal Format

Proposal requirements (e.g. format, page length, font size, font style, etc.) vary at each funding agency. Some of the guidelines also vary – sometimes in critical ways – from year to year for the same program, thus, it is imperative that applicants read the current guidelines carefully and follow them exactly each time a proposal is submitted.

### Fellowship Proposals

It is essential to follow all the guidelines listed in each individual solicitation. Some fellowship opportunities do not require support of the institution to apply. However, it is recommended to work with the OSR in order to maximize the project and ensure that everything is allowable at the college.

#### **Tip: Become a reviewer!**

NEH, NSF, and NIH seek faculty to serve as proposal reviewers.

Faculty who are considering applying for funding from these agencies are strongly encouraged to volunteer to be a reviewer. Contact the Program Officer.

Reading and critiquing proposals in your discipline and discussing strengths and weaknesses with other faculty provides valuable insight into what makes a strong proposal. It also gives you the opportunity to meet the program officer.

General Information: Proposals for a fellowship tend to be brief, 3-5 pages. The narrative typically includes an introduction, background information on the proposed topic and the applicant's interest/expertise in the subject, a discussion of the work accomplished to date and the work that will be undertaken during the fellowship, a description of the final product (if it's a book, the proposed chapter titles, etc.), and a statement about the significance of the project.

In addition to the proposal itself, faculty usually need to submit a one-paragraph abstract, a curriculum vita (two to five pages), bibliography, appendices (guidelines are very specific as to what may and may not be included), and the names of two or three references.

Planning in advance allows the faculty member time to share a draft of the proposal with his/her references in order to obtain input which could be very helpful in revising the draft. It also gives the references a chance to think about and compose a well written reference letter.

Fellowships can be found at the following agencies: National Endowment of the Arts, National Endowment of Humanities, Fulbright, Guggenheim, American Council of Learned Societies, American Philosophical Society, Newberry Library, and Institute for Advanced Study. Lafayette College subscribes to a database of grants, SPIN. There, you can create a specialized list of opportunities based on your area of expertise. SPIN will update you periodically when there are new opportunities added to your saved search. Please visit the OSR website for a link to our [SPIN database](#).

### Research proposals

Included here is general information and guidance. *It is essential to follow all the guidelines listed in each individual solicitation.*

Typically included in a grant proposal is a one-page summary, a 12-15 page project description, a biosketch, references, a detailed budget, budget justification, current and pending support forms, facility and resource information. They may include appendices or supplementary documents (e.g.: subaward materials, research impact statement, and/or letters of support) depending on the solicitation requirements. Data management plans, project management plans,

#### **Tip: Review successful proposals.**

Even if they are in a different area of expertise, you can see detail, format, content, etc. of a successful award.

The National Endowment for the Humanities posts copies of funded proposals on its website ([www.neh.gov](http://www.neh.gov)).

You can contact the recipient and request a copy of their funded proposal.

Abstracts of NSF grants are accessible on the NSF website; full proposals can be requested from the faculty recipients.

Office of Sponsored Research may have copies of funded proposals.

broader impact statements, intellectual merit, and postdoc mentoring plans may also be required. Guidelines are very specific as to what may and may not be included so it is imperative to review the program solicitation each time.

**Tip: Be sure to review your agency's FAQs.** There is very useful and important information provided in them.

When preparing a proposal, it is important to write clearly, not use jargon, define acronyms, and proofread carefully for spelling errors, garbled sentences, etc. Having others review your draft is particularly helpful, especially someone in your area of expertise or in your department, who can read for content. It is also important to have someone read it for clarity and adherence to guidelines, also who can assist with proofreading. The DSR will provide a review for proofreading and to ensure that all requirements are met as long as materials are submitted with significant lead-time prior to submission.

Research solicitations can be found at the following federal agencies: National Science Foundation, National Institutes of Health, Office of Naval Research, Department of Defense, Department of Energy, etc.). This list is not exhaustive.

### Budgets

Each PI should design their research proposal and include the necessary items to complete all aspects of the research project. Review the design with the DSR to determine allowable expenditures under the funding agency guidelines. The DSR will provide the PI with budget templates. Whether or not a budget is required by the funder, it is best to calculate all expenses prior to submitting a proposal. Be sure to contact the DSR early in the proposal development process to get this process started as any proposal that is submitted by the institution must be reviewed by the office to ensure accuracy.

*Fellowship proposals* are used to fund the difference between a faculty member's sabbatical or junior leave salary and his or her regular salary. For example, if the salary is \$60,000 per year and the faculty member is eligible for a one-semester junior leave at full pay, the College will provide \$30,000 for the year and the funding agency could fund the other \$30,000. The American Council of Learned Societies, Guggenheim Foundation, and other organizations that award fellowships usually ask for a budget estimate at the time of proposal submission and, once the proposal is selected for funding contact the faculty member to negotiate the final budget. The National Endowment for the Humanities and the Fulbright Commission are two notable exceptions. NEH provides a monthly stipend for fellowships and a set amount for summer stipends. Fulbright monthly stipends are dependent upon the country. Fulbright fellows also receive a travel allowance and may receive support for accompanying family members. Be sure to contact the DSR for assistance regarding fellowship budgets. In some circumstances, funding may be used for reasons other than to supplement salary. Be sure to discuss this with the DSR.



*Research proposals* generally require a detailed year-by-year budget and budget justification. The budget typically includes the following: personnel – senior and other, fringe benefits, travel, equipment, materials and supplies, publications, consultant services, computer services, subawards, other expenses, and indirect costs. Cost sharing is a requirement for some agencies. If this is a collaborative research proposal with another institution, the PI will work closely with the DSR to determine if this is an award, subaward, or Collaborative Research, all of which hold different governing rules if received.

## Policies

Prior to proposal submission, a PI needs to familiarize themselves with policies which pertain to their project. If or when the project is awarded, all relevant policies must be certified and followed. Faculty are strongly encouraged to meet with the DSR well in advance of the proposal deadline to review pre-award policies.

## Capital Project Policy

For any equipment purchases over \$5,000, it is important to review the College's process for acquiring new equipment, changing space on campus, and other things that are associated with purchasing new equipment. Please visit these websites for more information prior to submitting any awards that will impact space on campus.

- <http://facilitiesplanning.lafayette.edu/about/>
- <https://purchasing.lafayette.edu/purchasing-process/>

Upon proposal submission, the College must certify that the PI and other faculty and senior personnel involved in the project will abide by various government requirements (i.e., Drug-Free Workplace, sexual harassment, and proper scientific and technical conduct and reporting), have disclosed any lobbying related to the proposed project, are not debarred or suspended from receiving federal funding, and have confirmed that there is no conflict of interest.

In addition to the aforementioned, applicants to NIH and other organizations that fall under the purview of US Department of Health and Human Services (HHS) must certify that:

- The information submitted within the application is true, complete and accurate to the best of the PI's knowledge;
- Any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and
- The PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.
- When multiple PIs/Co-PIs are involved in a proposal, assurances must be obtained from each individual.

### Institutional Review Board Approval

Lafayette College and its faculty have an obligation to protect the welfare of human subjects as participants in research. The Institutional Review Board (IRB) is charged with reviewing research which involves the use of human subjects. IRB approval is required for all research, including surveys, involving human subjects. Proposals for research involving human subjects in disciplines where there is no code of ethics must be reviewed by the IRB prior to the research taking place. Proposals in departments which have one or more disciplinary codes of ethics must be reviewed either through the approved departmental process or the IRB. Lafayette's IRB policies and procedures are detailed in Appendix P in the Faculty Handbook (<http://provost.lafayette.edu/>).

The IRB will accept proposals at any time during the academic year and act on them at least monthly. If data collection needs to occur during the summer or early fall, researchers should submit proposals for review before the end of the preceding spring semester; no review occurs in the summer. Completed Review Forms should be returned to the designated administrator listed on the Provost Office's website (<http://researchsupport.lafayette.edu/>).

### Institutional Animal Care and Use Committee Approval

Lafayette College and the faculty commit to ensuring the humane treatment of animals in research and adherence to applicable federal and state guidelines for their care and use. It is the responsibility of the College's Institutional Animal Care and Use Committee (IACUC) to review all proposed research protocols involving the use of animals and to regularly inspect animal facilities. The IACUC must review all proposed research involving animals (defined as warm-blooded vertebrates) regardless of source of funding (internal, external or unfunded), prior to the initiation of the research. The IACUC may withhold approval for the use of animals that, in its opinion, is in violation of the law. Lafayette's Institutional Animal Care and Use Policies and Procedures are detailed in Appendix O of the Faculty Handbook (<http://provost.lafayette.edu/>).

The Committee will accept proposals at any time and review them at least monthly. Proposals to be submitted to outside agencies must be reviewed prior to submission. Completed Review Forms should be returned to the administrative official listed on the Provost Office's website (<http://researchsupport.lafayette.edu/>).

### Lafayette College Specific Information

Institutional information – UEI, DUNS, EIN, Congressional District number, indirect cost rate, fringe benefits rates, etc. - is sometimes required for fellowship and research proposals. This information is available from the DSR.

### Proposal Submission

It is important to follow all of the requirements for submission, including have the appropriate person or entity submit the application. Most applications submitted electronically go through a compliance check during the submission, one important way the funding agency confirms all

required materials are included. Submitting well before the due date assures that, if anything is non-compliant, you have ample time to correct and re-submit before the due date. If a proposal needs to be mailed or emailed to the sponsor, ample time must be allowed to assure delivery by due date.

## Post Award

This section provides guidance for faculty members who receive a grant or fellowship award. For all awards, it is very useful to contact the Office of Sponsored Research.

### Award Notification

If the Office of Sponsored Research is notified of a fellowship or research award, either through the PI or the awarding agency, the award will be included in the annual listing of faculty grants on the Provost Office webpage and provided to the Directors. If a fellowship is paid directly to a faculty member, that person is encouraged to share it with OSP so that it can, too, be included in list.

### *Fellowship Proposals*

Generally, the faculty member receives an award notification from the funding agency. Financial arrangements are negotiated between the funding organization and the individual. The institution does not need to be included in this negotiation unless it is required by the funding agency. The NEH, however, does give faculty the option of receiving the funding directly or having it sent to his or her institution. NEH recipients should discuss advantages and disadvantages of receiving the funds directly or having them sent to the College for dispersal with the DSR in order to make their decision. All award recipients are encouraged to discuss awards and negotiations with the Office of Sponsored Research in order to weigh all options.

### *Research Proposals*

An award notification is sent to the Office of Sponsored Research (OSR), sometimes with a copy to the faculty member. If the award notice is sent to the faculty member, he or she will forward the letter and any other materials to the OSR. Once the notification has been received, the OSR will request that the Associate Controller's Office establish a FOAP in Banner for the grant. The faculty member will then receive this information. It is important that any expense for this project use this number. A list of the account numbers matching the line items in the grant budget will be forwarded to the faculty member along with other information.

### Faculty Responsibilities

Faculty are responsible for conducting the research in a manner that adheres to ethical standards of research and fulfills the goals and objectives outlined in the proposal to the extent possible. The PI of the project is responsible for monitoring the grant budget; preparing and submitting required technical reports; notifying the Office of Sponsored Research and, work in coordination with that office, to inform the funding organization of potential patents and proposed changes in scope, staff, duration, and/or budget.

Faculty must be cognizant of and diligent about abiding by all policies of both the College and the funding organizations.

### Conflict of Interest

The College's Conflict of Interest Policy is designed to assure objectivity in research conducted by our faculty and their research students. The full policy is available in Appendix U of the Faculty Handbook (<http://provost.lafayette.edu/>). Faculty must submit signed Conflict of Interest forms to the Office of Sponsored Research at time of grant award. These forms must remain up-to-date for the duration of the award, completing them annually.

### Certifications and Assurances

Upon receipt of a federal award, the PI must review and complete the Certificate of Assurances. This form must remain current during the award duration and is updated annually. If any changes occur prior to the update, it is incumbent upon the PI to notify the OSR.

### Policies, Procedures, Required Forms, and Approvals

All grant-related expenses must adhere to both the funding agency policies and the College policies. Faculty must be familiar with both sets of guidelines. All charges made to grants must be valid, accurate and, if the awards are from federal agencies, comply with the Office of Management and Budget Guidance for Grants and Agreements<sup>2</sup> as well as the Terms and Conditions presented with the award.

The funding organization's policies take precedent over the College's. Alcohol and "Fly America" are, for example, two areas where federal policies and College policies differ. Expenses that are typically not permitted by funding organizations include alcoholic beverages, fundraising expenses, charitable contributions, entertainment costs, fines and penalties, goods or services for personal use, lobbying, and professional services rendered by College employees (unless specifically detailed in the grant budget). Regulations concerning the "allowability" of meetings, memberships, and subscriptions will be reviewed because, in some circumstances, these expenses are permissible but not in others. Funding organizations usually specify acceptable and unacceptable expenses on their websites and/or in their award documentation.

All expenses charged to a federally-funded grant must be:

- allowable under federal cost principles, agency policies, terms and conditions of the specific grant, and Lafayette policies; required for the performance of the project; and adequately documented.
- allocable to the project because they are required to conduct the work funded by the award and assigned to the award in accordance with the relative benefit to the project.

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<sup>2</sup> You may visit <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1> for the complete Uniform Guidance.

- consistent, that is, consistently charged by Lafayette as direct costs rather than indirect costs.
- reasonable which, according to federal regulations means, "...if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Questions concerning the "allowability" of an item are reviewed by the OSR. Expenses that either of these offices deem unallowable based on the award letter or funding organization's guidelines will not be approved. If the faculty member has already incurred the expenses, he/she will not be reimbursed or must provide another account to which the expenses can be charged.

### *Expenditure of Funds*

**Senior Personnel:** Salary authorizations for faculty and other senior personnel will be prepared by the OSR and signed off on by the DSR prior to submission to payroll for payment. The DSR will ensure that all authorizations comply with the agency's salary guidelines.

**Hiring Employees (including students):** The following procedures apply when hiring personnel on a grant. Please remember, when contemplating hiring someone, it is best to confirm policies and procedures with the OSR and/or Human Resources Office prior to making any commitments to individuals.

***Lafayette Students:*** Faculty who have budgeted external funds to support student research assistants need to follow the application procedures for the EXCEL Scholar Program at Lafayette College. (For grant-funded students, the EXCEL GPA requirement may be waived.) EXCEL forms and deadlines are available on the Office of the Provost webpage under Research Support/ARC Forms and Deadlines.

Lafayette students working on externally-funded research grants are eligible for free on-campus housing during January interim and summer sessions. It is especially important that faculty meet the deadlines for January interim and summer EXCEL applications in order that arrangements can be made for the on-campus housing.

During the fall and spring semesters, student hours are limited to 10 per week. During January interim and the summer, students typically work 36.25 hours per week; student hours may not exceed 40 hours per week.

Grant funded students will follow the pay scale of the EXCEL Scholars unless otherwise directed by the grant. Student timesheets need authorization by the PI **and** the DSR before submitting to Payroll. The calendar for time submission and payment is the same as the College published Excel Scholar and all deadlines must be met or the student may not receive on-time payment for their work.

Note: Students eligible for College Work Study (CWS) may work on federally-funded grants, however, their pay needs to be handled so that it is not in violation of CWS regulations. Please contact the OSR for further clarification.

***Research Experiences for Students (REU Students)***: NSF mandates that students who receive their wages through REU Site grants and REU Supplements be US citizens or permanent residents of the U.S. or its possessions.

Faculty hiring REU students from other institutions must contact Lafayette's Human Resources Office to arrange for the students to complete the necessary tax forms and employment paperwork.

Student timesheets for REU students need to be signed by the faculty member and submitted to the OSR for certification by the DSR. Then, the OSR will submit to the Controller's Office for payment. All timesheets must be submitted by the deadlines set forth by Finance and Administration.

***Non-Lafayette Students (Other)***: Before committing to hire a non-Lafayette student who is not an REU student, the faculty member must contact OSR. Once the non-Lafayette student is hired, his or her timesheets need to be signed by the PI of the grant award.

***Other Personnel***: If funding is included in the budget to hire post-doctoral scholars or other researchers, administrative or technical support, or other staff, the faculty member must discuss hiring procedures with the DSR and the Human Resources staff. Salary authorizations for full-time employees (typically post-docs) are prepared by the OSR. Timesheets for part-time employees should be signed by the faculty.

**Fringe Benefits and Indirect Costs**: Based on the salary authorizations and timesheets, fringe benefits and indirect costs (aka overhead) will be charged directly to the grant by the Controller's Office. In the case of federal awards, the fringe benefit rate will be the one established in the Colleges and Universities Rate Agreement between Lafayette College and the Department of Health and Human Services on behalf of the federal government.

**Materials and Supplies**: Materials and supplies may be purchased through one of two ways, via a purchase requisition order (for items costing \$5,000 or more) or via p-card (for items costing less than \$5,000). P-cards may also be used for vendors that do not accept purchase orders.

**Purchase Requisitions**: A purchase requisition form should be prepared on Banner Self-Service and forwarded to the Sponsored Programs Office for approval. It will then be sent to the Procurements Office which issues a Purchase Order to the vendor and sends a copy to the faculty member. When the requested items are received, the faculty member should sign, date, note the grant number (FOAP) on the invoice, and forward it to the Sponsored Programs Office. Payment will then be issued to the vendor.

**P-card Purchases:** Grant purchases made using a departmental P-card must be pre-approved by the OSR. The request should be submitted to the DSR either by a P-card Grant Approval Form, which is available on the Finance and Administration webpage; see section on Procurement and Payment or by email to the DSR ([jacksmar@lafayette.edu](mailto:jacksmar@lafayette.edu)). Purchases must be approved *prior* to being ordered through the P-card. Please review the guidelines for P-card purchases carefully. Certain items such as computers or office furniture may not be acquired with a P-card.

**Hazardous Materials Purchases:** Purchases of hazardous materials including radioisotopes must be discussed with and approved by the Office of Public Safety.

More detailed information about the College's procurement procedures and policies is available on the Finance and Administration webpage.

**Equipment Purchases:** In order to purchase equipment from a grant budget, the equipment must be in the budget approved by the funding organization. Equipment purchases must follow both the College's and the funding organization's guidelines. Lafayette's policies and procedures are detailed on the Finance and Administration webpage; see Procurement and Payment section. Please carefully review the guidelines from the funding organization. Some funders, notably federal agencies, have guidelines that vary slightly from Lafayette's policies. For example, Lafayette requires three quotes for purchases of \$5,000 or more while the federal government's threshold may be different.

For all federally-funded equipment of \$5,000 or over, the OSR needs to be notified when the equipment arrives. The College will tag all federally-funded equipment and maintain a list of this equipment that includes identifying tag numbers and building/room locations. The equipment will be monitored during its operation and personnel from Finance and Administration will take a physical inventory every two years. Faculty should notify OSR if equipment is moved from its original location or if the equipment is unrepairable or needs to be disposed of.

**Computer Purchases and Software:** As with equipment, computer and software purchases should be detailed in the approved grant budget. PI's must check with the DSR prior to purchasing computers in order to ensure compliance with the regulations that are pertinent to their project. The faculty member should work with both the Procurement Office and the Instructional Technology staff to obtain the best prices. Before software or computers are ordered, faculty should contact the Instructional Technology staff – engineering faculty should also check with the Engineering Computing Coordinator – to confirm that the College does not already have a license for the desired software. Computer purchases must comply with each federal agency's regulations.



**Travel Expenses:** Faculty need to follow the travel policies of the College. Faculty should submit a travel notice to their Department Head. This form serves as the official approval form for College Travel. It also assures that faculty members are covered by the College insurance policy while engaged in travel for official business. For any part of the travel that is charged to a grant, all policies agency policies must be followed.

When a faculty member makes travel arrangements, please investigate the lowest possible fares and be aware of any cancellation or change fees associated with booking airfares. The College will ordinarily not reimburse faculty for these charges. ***Note: Faculty whose travel is being paid by a federal grant should use the lowest available airfare, book coach seats, and abide by the Fly America Act (see below).***

***Pre-paid Travel Expenses and Travel Advances:*** Faculty can request that the College pre-pay travel expenses such as registration fees and airplane reservations. Conference registration fees can usually be paid in advance on-line using the College's credit card. The fees will be charged directly to the grant account. Contact the Sponsored Programs Office to obtain information about this option.

Airfares can be charged directly to the grant account by using one of the College's approved travel agents, Emanuel Travel. If using Emanuel, the contact number is 610-252-7376.

If the faculty member is anticipating significant out-of-pocket expenses while traveling, he or she may request a cash travel advance. The request should be made to the Sponsored Programs Office at least two weeks prior to the trip. The cash travel advance must be cleared within two weeks of the conclusion of the trip.

Faculty who pay for their tickets personally will need to submit evidence of payment; a receipt or credit card statement is acceptable, a boarding pass is not.

***Foreign Travel:*** If foreign travel was not budgeted in the proposal and the faculty member would like to attend a conference or conduct other grant-related work in a foreign country, faculty should obtain permission (in writing) from the funding agency.

***Fly America Act - Selection of Air Carriers for Federally-funded Travel:*** In general, funding agencies allow faculty to follow the travel and expense policies of their home institution. A notable exception is the requirement that recipients of federal grants must abide by the Fly America Act which requires that air travel be on U.S. carriers or with foreign carriers with whom there is a transport agreement. Per federal guidelines,

Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. One exception to this



requirement is transportation provided under a bilateral or multilateral air transport agreement, to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

The United States Government has entered into several air transport agreements that allow federal funded transportation services for travel and cargo movements to use foreign air carriers under certain circumstances.

There are currently four bilateral/multilateral “Open Skies Agreements” (U.S. Government Procured Transportation) in effect. Please visit the website to determine if there is an agreement in effect.

<https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act>

Questions concerning the Fly America Act should be directed to the OSR. If booking tickets through Emanuel Travel, please inform the ticket agent that your trip is being paid with federal funds.

**Automobile Travel:** The College reimburses automobile transportation at the federally-approved rate. The mileage reimbursement does change, with changes usually taking effect January 1; changes are announced by the Controller’s Office. Current rates are posted on the Finance and Administration website.

If planning to rent a car for grant-related travel, please review the College’s policies which are available on the Finance and Administration webpage.

**Travel Expense Report:** Upon returning from a grant-funded conference or other research travel, the faculty member should submit a signed travel expense form to the OSR within 60 days of the trip. Fully documented receipts for expenditures for meals, hotels, mileage, etc. should be attached to the expense report. Do not include any expenses such as airfare or conference registrations that have been prepaid by the College. If reimbursement is being requested for group meals, a list of attendees needs to accompany the expense reimbursement form.

For foreign travel, please indicate the exchange rate(s) in effect at the time of the trip. Also, please convert expenses on receipts to U.S. dollars.

**Research Travel by Students:** Funding for student travel is often budgeted in research grants. Student travel must abide by the policies outlined on the Provost Office webpage under Research Support/Research by Students. Students whose travel is funded by a grant must complete the Travel Expense Report, sign it, and have it reviewed and signed by the faculty member before forwarding it to the Sponsored Programs Office.

Travel Notice Forms are available on the Provost Office webpage; Travel Expense Forms are available on the Finance and Administration webpage.

**Subawards:** For a subaward to be issued, it must be included in the approved grant budget or, if not in the original budget, a request must be submitted by the Sponsored Programs Office and approved by the funding organization. Subaward agreements will be issued to the subawardee by the Sponsored Programs Office. All negotiations between Lafayette College and the subawardee will be conducted by the Sponsored Programs Offices of the respective institutions.

### Monitoring Grant Budgets

Once an award is received, the DSR will work with the Controller's Office to establish an account within the Banner system for this particular project, that will have a unique FOAP – Fund Org Account Program – from the Lafayette College chart of accounts. Once that account is established for the project, the Principal Investigator (PI) is responsible for monitoring all expenses charged to the grant on a monthly basis.

Faculty member must complete the Banner Access form and submit it to finance so that their access can be authorized. The DSR approves access prior to submission.

The PI is responsible for reviewing the grant budgets to verify that the expenses charged to their grants:

- (1) are part of the budget approved by the funding organization,
- (2) are permissible according to the guidelines of both the funding organization and the College,
- (3) do not exceed the approved budget, and
- (4) are charged to the appropriate Fund-Organization-Account-Program (FOAP).

### Budget Revisions

If there is any budget revision that needs to occur, the PI reviews the revision with the DSR and receives approval prior to making the revision. The DSR will allow budget revisions based on the terms and conditions of the project. If applicable, the [FDP Prior Approval Matrix](#) will be consulted in the decision-making. Records will be maintained for any prior approval decision that needs to occur by the funding agency. The DSR approves purchases and reimbursements for grant related expenses.

### Cost Transfer Policy

The OMB, federal agencies, and Lafayette College expect faculty to review their budgets on a timely basis to confirm the accuracy of expenses charged to federal grants. If an error has occurred, the PI must initiate a prompt correction.

Examples of errors could include charging an expense to a grant when it should have been charged to the faculty member's start-up fund or using the wrong account number (e.g, charging an equipment purchase to materials/supplies). If an expense or deposit is allocated to the wrong

FOAP, an adjustment will occur by completing a Transfer of Charges Form and e-mailing it to the OSR. The Transfer of Charges Form should indicate which FOAP should be credited and which should be debited. If the form is submitted within 90 days of the expense appearing in Banner, the faculty member can simply provide an explanation for the requested transfer, options of which are provided on the form. If the error is not caught within 90 days, if it is caught at 91 days or beyond, a more detailed explanation is required. This detail must include why the expense was charged incorrectly and answers such as, “transposition error” are not valid. Once the form is submitted to and approved by the OSR, the cost transfer, which is a journal entry in the College’s general ledger, will be processed by the Controller’s Office. The Transfer of Charges Form is available on the Finance and Administration webpage.

Every action will be taken to safeguard that federal project budgets from being overspent, including monthly budget monitoring by the PI and oversight by the Controller’s Office and/or the OSR. In the instance that a PI overspends the budget on a project, that PI must initiate a Transfer of Charges, in order to transfer the overspent amount into another FOAP. The overrun transfer must occur within 30 days of the end of the project.

For the full Finance and Administration Cost Transfer policy, please visit (<https://finadmin.lafayette.edu/information-for-faculty-staff/policies/>).

#### Change of Project Budget/Prior Approval Policy

As mentioned earlier in this document, faculty should carefully review the grant guidelines. Most funding organizations provide some leeway in re-budgeting between budget categories; others, however, permit only a slight deviation from the proposed budget. Some reallocations can be made at the grantee institution’s discretion; others require approval of the funding organization. Requests for changes should be made in writing via email, memo, or, in the case of NSF, via [research.gov](http://research.gov) and forwarded to the Sponsored Programs Office. These requests should be made well in advance of any expenditures.

#### Certifications

Prior to submitting proposals to federal agencies, faculty are required to submit a certifications form, verifying that they are not debarred or suspended from receiving federal funds, that they have not paid anyone to lobby for the funding, that they will abide by the College’s Workforce Drug-free Policy, and that they accept responsibility for the scientific/technical conduct of the research. If, at any point, after the proposal is submitted or funded, an individual’s circumstances change, the individual should promptly submit a new certifications form.

Faculty with federally-funded grants are required to submit new certification forms each year of their grant even if their circumstances have not changed. The Sponsored Programs Office will contact faculty when the forms are due. Certifications forms are available from the Sponsored Programs Office.

## Financial Conflict of Interest

Faculty are required to submit financial conflict of interest forms upon receipt of a grant. If, at any point, after the proposal is submitted or funded, an individual's circumstances change so that there may be a conflict or a perceived conflict, the individual should promptly submit a new conflict of interest form which is available from the Sponsored Programs Office. Once an award is issued, updated financial conflict of interest forms must be submitted on an annual basis. The Sponsored Programs Office will contact faculty when the forms are due.

Faculty who receive support from NIH are required to complete Financial Conflict of Interest training prior to undertaking their research. An on-line tutorial developed by NIH is available at <https://grants.nih.gov/grants/policy/coi/tutorial2011/fcoi.htm>. A certificate of completion, which should be submitted to the Sponsored Programs Office, is available at [http://grants.nih.gov/grants/policy/coi/tutorial2011/FCOI\\_certificate.pdf](http://grants.nih.gov/grants/policy/coi/tutorial2011/FCOI_certificate.pdf).

Lafayette's Financial Conflict of Interest Policy is detailed in Appendix U of the Faculty Handbook.

## Review Protocols (IRB and IACUC)

Per Lafayette's Academic Research Committee guidelines, "Lafayette College and its Faculty are committed to the protection of human subjects who participate in research and to ensuring the humane treatment of animals in research and adherence to applicable federal and state guidelines for their care and use."

Faculty with external grants that involve the use of animals and/or human subjects must complete the appropriate forms (available on Provost Office website) prior to undertaking their research and, during the course of the research, abide by the guidelines outlined in Lafayette's IRB and IACUC policies.

Information about Lafayette's IRB and IACUC policies and procedures can be found at the following locations:

- [Institutional Animal Care and Use Committee](#) - in Appendix O of the Faculty Handbook and at <http://iacuc.lafayette.edu>.
- [Institutional Review Board](#) - in Chapter 5 of the Faculty Handbook and at <http://irb.lafayette.edu>.

## eRA Commons Registration of Students Working on NIH-funded Grants:

All students working on NIH grants should be registered in eRA Commons by the Sponsored Programs Office. The Sponsored Programs Office will register the students and then provide them with their account IDs and instructions for accessing eRA Commons. Each student should access his or her account and complete the requested information. NIH may contact a student to discuss their research experience.

## Export Controls

Export controls may apply to a faculty member's work and travel in foreign countries especially those on the Treasury Department's Office of Foreign Assets Control list. Regulations developed by the U.S. State Department, Commerce Department, and Treasury Department restrict access and use of information and technology that could hamper the economic vitality of the United States or provide military/technological assistance to adversaries of the United States. These regulations control the export of commodities (equipment, computers, chemicals, biological substances, and other materials), software, technical data, and other information that may be shared with individuals in those countries as well as access that a foreign national working in the U.S. has to that information/technology. Faculty should contact the OSR to determine if export controls apply to the research that they are pursuing. This is especially important if the faculty member is collaborating with a foreign national and/or the faculty member or members of the research team will be traveling outside the United States for research-related purposes, including conferences.

## Intellectual Property Policies on Patents and Copyrights

Both Lafayette College and funding agencies are eager to have faculty and other personnel pursue patents for ideas or products that develop as a result of funded research. Faculty and others involved in the development of the idea or product should contact the Lafayette's General Counsel and the Office of Sponsored Research (OSR) promptly in order to review both the College's patent policy and the policy of the funding organization. Patent policies for federal agencies and other funding organizations are listed on their website and/or in the award documents.

Lafayette's Patent and Copyrights Policy is described in Appendix E of the Faculty Handbook.

## Misconduct in Research

As noted in Lafayette's Misconduct in Research Policy, "The Lafayette College Faculty believes that its mission as a community of teacher/scholars and the fundamental integrity of the academic institution are best served when faculty scholarship in all disciplines, whether or however funded and wherever pursued, reflects high standards of professional ethics." Funding organizations expect faculty and others involved in the project to conduct research in an ethical manner and refrain from fabricating, falsifying, or plagiarizing results. If misconduct is suspected or known to have occurred, it should be reported immediately to the Provost and the Office of Sponsored Research. If, following the procedures outlined in Lafayette's Misconduct in Research Policy, the fraud or misconduct is verified, the College is obligated to abide by the funding organization's misconduct policies and procedures which are usually listed on their website and/or in the award documents.

To review Lafayette's Policy and Procedures for Dealing with Fraud or Misconduct in Scholarship, please see Appendix N of the Faculty Handbook

(<https://provost.lafayette.edu/https-provost-lafayette-edu-wp-content-uploads-sites-25-2024-02-2023-24-faculty-handbook-spring-2024-pdf/>).

## Responsible Conduct of Research

It is the expectation at Lafayette College that everyone who conducts research, faculty and students, will do so in a responsible and ethical manner. Research mentors will be responsible for oversight of their research assistants, post-docs (if any) or graduate students. For issues with faculty research conduct, see above Misconduct in Research.

Proposals that are received through the National Science Foundation must include certifications that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to everyone who works on the projects, PI, undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research.

In response to the mandate from the National Science Foundation and in recognition of the importance of preparing students in the appropriate conduct of research, all students selected to participate in research funded by the National Science Foundation must complete one of the free, on-line courses offered by the Collaborative Institutional Training Initiative (CITI) when they begin to work on the project. This requirement applies to both Lafayette and non-Lafayette students whose wages/stipends are paid by the grant.

Prior to taking a course, students should confer with their research mentor to determine which course options are most relevant. The program will take no more than four hours to complete. It need not be taken in one sitting; in fact, CITI recommends that it be taken in increments.

Upon completion of the training program and passing the related tests, a note will be displayed indicating that the student has passed the course(s). The test taker prints the certificate and has their research mentor sign and date it. (Students required to take RCR training should NOT pay for a certificate.) Once the student and the faculty member have signed the printed screen page, it should be sent to the DSR. It will be placed in the grant file as proof of compliance should NSF request documentation, a right the agency has reserved.

Instructions for accessing the CITI program are available from the OSR or on the Sponsored Research Website.

## Public Access to Results of Federally-funded Research Results (NIH OKAY, need to check NSF)

Because these grants are supported with taxpayer dollars, to reduce the chance of work being unnecessarily duplicated, and to make results readily and easily available to both other researchers and to the public, NSF and NIH developed policies requiring the immediate accessibility of research results funded by those organizations.

The NIH Public Access Policy mandates that the public has access to the published results of NIH-funded research. It requires faculty to submit final peer-reviewed journal manuscripts that evolve from NIH grants to the digital archive PubMed Central *upon acceptance for publication*. The Policy requires that these papers be accessible to the public on PubMed Central no later than 12 months after publication (<http://publicaccess.nih.gov/>).

NSF Information Sharing/Open Access (aka Data Management) Policy: Open access to data and other information resulting from NSF-funded research is an active concern of NSF management, the National Science Board and the research communities. NSF's Award and Administration Guide contains the agency's current policy on Dissemination and Sharing of Research Results. The overarching expectation is that NSF grantees will share their data with other scientists and will submit their findings for publication (<https://www.nsf.gov/bfa/dias/policy/dmp.jsp>).

The repository available through Lafayette (contact the Skillman Library staff) is an option for meeting the NSF data management plan requirement.

The Faculty Handbook provides guidance on reporting the results of faculty research.

### Technical, Annual, and Final Reports

Most organizations require regular accounting of the progress being made on a funded project. Many organizations notify the faculty member via email when the reports are due. Other organizations state in the award letter the dates by which technical reports need to be submitted but do not send reminder notes. It is the responsibility of the principal investigator to submit reports either on time or before the due date required by the funder. It is important to note that organizations may not award new grants to individuals who have overdue reports. There may also be an impact institution-wide if faculty are late with their reports.

### Time and Effort

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. (2 C.F.R. § 200.430(i)(1)). The federal government requires effort certification of work conducted on federally-funded projects. Institutions must document that the labor charged to a grant is consistent with the actual effort expended on the project. Effort is defined as the amount of time spent on a particular activity. It includes the time spent working on a sponsored project in which salary is directly charged or contributed (cost-shared effort).

Effort is not defined by a standard number of hours but rather by the number of hours that an individual typically works. If a faculty member usually works 40 hours per week and worked 40 hours per week each week during June, devoting all of his or her time to research, that constitutes 100% effort. If another faculty member regularly works 60 hours per week but devoted only 40 hours per week to research during June, that faculty member committed 67%



effort. Total effort may not exceed 100%. Note: Time spent preparing a new proposal is not considered part of “effort” and cannot be charged to an existing grant.

Estimated effort – the effort projected in the proposal – and actual effort may differ. Short-term fluctuation between workload categories need not be considered as long as long as the distribution of salaries and wages is reasonable over the longer term. However, if a faculty member anticipates that his or her commitment to the research project needs to be significantly modified, he or she will contact the Sponsored Research Office to determine the appropriate procedure for informing the funding agency and obtaining its approval.

To comply with the federal certification requirement, Lafayette uses as “after-the-fact activity” system. The OSR obtains from faculty and other exempt staff whose salaries are being charged to the grant estimates of their time commitments and prepares salary authorizations based on that information for a specific work period (summer, semester and/or academic year). At the conclusion of the work period, each individual must verify his or her effort spent on the grant project. Completed reports include all effort – even if not compensated by the grant – that was committed to the research. Time and effort certification forms are distributed to federally-funded faculty and exempt staff by the Sponsored Programs Office annually, capturing the work for the year. Faculty must complete their own form and countersign the forms of the exempt staff. All completed forms must be returned to the OSR within two weeks. Reports are retained by that office.

For work performed on a federally-funded project by undergraduate students or other professionals, online time record keeping reviewed and approved by the supervising faculty member serve as verification of the time and effort. These time records are retained in Banner.

For further information about time and effort, contact the Office of Sponsored Research.

### **Change of Project Scope, Methods, Staff, and/or Duration/Prior Approval Policy**

The approval of the funding organization is required if there a change in the scope of the research project, a significant change in methods or procedures, a change in the Principal Investigator, a change or addition of a Co-Principal Investigator, a change in the length of the project period, the addition of a subaward, and/or to transfer the grant to another institution. Other conditions which require the funding organization’s approval are detailed in the award letter and/or on the funding organization’s website. Requests for changes are made in writing via email, memo, or, in the case of NSF requests, via Research.gov, and forwarded to the OSR. The requests will then be submitted to the funding organization.



# Appendices

## Appendix A - Grant Manual Updates

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