

KINGSBOROUGH COMMUNITY COLLEGE
GRANTS AND CONTRACTS: POLICIES & PROCEDURES

Prepared by: Office for College Advancement

Approved by Cabinet – January 11, 2005

TABLE OF CONTENTS

	Page(s)
1.0 Pre-award Services and Procedures	
1.1 Identification of Funding Sources.....	4
1.2 Initiation of Project Idea	4
1.3 Drafting the Grant Narrative.....	4
1.4 Preparing the Grant Budget.....	5
1.5 Internal College Review Process	7
1.6 Institutional Sign-off on Grant Proposals	8
1.7 Follow-up on Proposal Submissions	8
1.8 Notification of Awards/Rejections	8
2.0 Post-award Services and Procedures	
2.1 Advance of Grant Funds	9
2.2 Project Implementation	10
2.3 Project Monitoring/Compliance	11
2.4 Project Reports	11
2.5 Official Recordkeeping	12
Attachments	
No. 1 – Directions & Worksheets for Preparing & Modifying Budgets	
No. 2 – Released Time Request	
No. 3 – Matching Costs Request	
No. 4 – Computer/Software Consultation	
No. 5 – Renovations/Space Consultation	
No. 6 – Use of Human and Animal Subjects/Institutional Review Board Notification	
No. 7 – Request for Advance of Grant Funds	

KINGSBOROUGH COMMUNITY COLLEGE

GRANTS AND CONTRACTS: POLICIES & PROCEDURES

The Office for College Advancement is the College's centralized entity for coordinating the submission, processing and reporting of all College grants and contracts.

College Advancement provides technical assistance to members of the faculty and administration in obtaining grant funding for projects that further the mission and goals of the College. This technical assistance includes the following:

Pre-award Services:

- Conceptual proposal development
- Identification of potential funding sources
- Reviewing eligibility and funding guidelines
- Determining if the grant should be fiscally managed by the Research Foundation of CUNY, the Kingsborough Community College Foundation, or as a Kingsborough Association or College account.
- Providing samples of funded proposals
- Drafting of institutional narrative section(s)
- Establishing timelines for hiring staff and purchasing services, supplies and/or equipment
- Creating job descriptions
- Constructing line item budgets
- Identifying matching cost requirements/options
- Including indirect and released time costs into the budget
- Organizing and formatting the proposal
- Obtaining institutional approval/signature
- Assisting with electronic and/or hard copy submission

Post-award Services:

- Providing Grant Project Directors with an orientation, including training on processing fiscal transactions
- Coordinating submissions of budget and program modifications
- Reviewing the schedule of budget expenditures on a quarterly basis
- Consulting with Grant Project Directors and their department chairs or supervisors to prevent problems
- Assisting with interim and final report narratives

Providing services to the college community on both a pre-award and a post-award basis, College Advancement serves as the ombudsman for grant applicants as well as Grant Project Directors and their department chairs or supervisors in terms of resolving administrative issues within the College as well as with funding sources.

1.0 Pre-award Services

1.1 Identification of Funding Sources

The Office for College Advancement maintains updated information about federal, state and local funding sources as well as private foundations by:

- Subscribing to such publications as *The Chronicle of Philanthropy*, *Federal Grants and Contracts Weekly*, *Foundation News and Commentary*, *The Chronicle of Higher Education*, and *Community College Times*;
- Participating in relevant list serves; and
- Monitoring websites such as *The Foundation Center*, the *Council for Resource Development*, and the *American Association of Community Colleges*.

Funding opportunities are publicized, and routinely updated, on Kingsborough's website and monthly announcements are sent to faculty, staff and administrators. Individualized notices are also sent to faculty and staff when relevant funding opportunities are identified.

College Advancement is available to conduct customized searches for potential sources of grant funding upon a request basis.

1.2 Initiation of Project Idea

Applicants initiate the grant process by contacting College Advancement if they have an interest in obtaining grant funds or intend to submit a grant application.

Additionally, College Advancement maintains an ongoing "wish list" of expressed needs/desires for grant and/or supplemental funding and notifies appropriate faculty, staff or departments of upcoming funding opportunities.

It is never too early to begin discussing a proposal idea and/or a need for grant funding with the Office for College Advancement.

1.3 Drafting the Grant Narrative

Applicants interested in submitting a grant proposal are encouraged to meet with College Advancement before they begin drafting the proposal. As a general rule, applicants should expect to devote approximately three (3) months of planning for a federal grant submission and one (1) to two (2) months of planning for a grant submission to a local funding source, a state funding source or a private foundation.

Grant applicants must notify College Advancement, as well as their department chair or supervisor, of their intentions to submit a grant proposal as it is necessary to ensure that various individuals and/or departments of the College are not competing with one another for the same funding. In the event of a conflict, College Advancement notifies the applicants, along with their department chairs or supervisors, and mediates a collaborative solution to the extent possible. If a solution cannot be mediated, the issue will be decided by the President.

In drafting the grant narrative, applicants must follow the funding source's guidelines for organizing and formatting the proposal. If no guidelines are available, applicants are encouraged to consider including the following sections:

- Abstract (no more than one page)
- Introduction to Kingsborough Community College
- Need/Rationale section
- Project Description
- Project Timeline – a chart indicating the specific activities, timelines for implementation, person(s) responsible for each activity and measurable outcomes
- Staffing Plan, inclusive of job descriptions and resumes
- Evaluation Plan
- Budget Detail/Justification

When staff are employed on grant funds, they may only be paid for services rendered during the grant project period and grant funds must be allocated to cover all employment costs, including vacation time. Grant funded staff cannot be compensated for work done prior to the start of the grant project, nor can they be compensated for work done after the grant project has ended. The employment of grant-funded staff ends when the grant project ends.

If any writing assistance is needed, applicants should contact College Advancement well in advance of the grant submission deadline.

Grant applicants are encouraged to use Word for Windows software when preparing proposals.

1.4 Preparing the Grant Budget

College Advancement is the College's "one-stop" shopping center for constructing grant budgets and is available to assist grant applicants at any point in the budget development process.

As a first step in budget preparation, applicants are encouraged to read through their grant narratives and assign costs to each and every activity that is referenced, both in terms of personnel and operating costs (see Attachment No. 1 for a sample budget worksheet as well as for information for estimating costs for salaries, fringe benefits, supplies, services and travel. The budget worksheet in Attachment No.1 is for use in constructing a line item budget which can then be transferred onto the funding source's required budget forms.) The College requires a detailed breakdown of budget costs, using the budget worksheet in Attachment No.1, even if the funding source only requires a summary budget.

If the grant applicant is seeking **released time** for him/herself or any faculty/staff involved in the proposed project, the individuals must be identified along with the amount of released time and the semester in which the released time will occur. Applicants must obtain written approval from both the department chairperson and the Provost's Office for all released time requests (see Attachment No. 2 – Released Time Request).

If the grant applicant is expecting and/or seeking **additional budgetary support from the College**, either in cash or in-kind services, then written approval must be obtained (see Attachment No. 3 – Matching Costs Request).

It is the College's policy to maximize **indirect cost** recovery to the extent allowable by the funding source and permitted by the College's federally approved indirect cost rate.

The College's federally approved indirect cost rate is 65% if more than 50% of the project activities are to be performed on campus and 31.6% if more than 50% of the project activities are to be performed off campus. This rate is calculated on the total of salaries and benefits only, not the total of all direct costs. Applicants may discuss options for waiving or reducing indirect costs with College Advancement staff.

[Note: CUNY encourages its colleges to use its Research Foundation as the administrative entity for grants fiscal management. The Research Foundation of CUNY charges a fee for these services. The College must pay these fees to the Research Foundation of CUNY even if a funding source does not allow indirect costs or if the funding source has a mandated cap for indirect cost recovery that is lower than the Research Foundation's fee structure. The College retains indirect costs included above and beyond the Research Foundation fees.]

If the grant applicant is planning to purchase and/or install any **computer equipment, peripherals or software**, s/he must consult with the Office of Instructional Services (see Attachment No. 4). Consultation is necessary to ensure that the proposed purchases can be supported and maintained by the College.

If the grant applicant is planning any **renovations or installations of equipment** such as fax machines, copiers, or printers, s/he must consult with the Office of the Vice President for Administration and Finance (see Attachment No. 5). For example, purchasing a fax machine may require the installation of another telephone line and purchasing a computer may require an additional computer hook-up. Additionally, an applicant may be requesting a dedicated space to conduct the grant project. Consultation is necessary to ensure college-wide communication and planning.

If the grant applicant intends to use students in the grant project and/or if the research design involves human or animal subjects, s/he must notify, and subsequently gain approval from, the College's Institutional Research Board (see Attachment No. 6).

College Advancement is available to assist applicants in obtaining these approvals and/or consulting with the Offices of Instructional Services and Administration. If such assistance is needed, applicants should contact College Advancement well in advance of the grant submission deadline.

1.5 Internal Review Process

College Advancement recognizes that the complexity and the completeness of applicants' grant proposals will vary. However, in general, to guarantee proposal submission in accordance with the deadline date, applicants should plan to submit the fully completed proposal (both a hard copy and an electronic copy) inclusive of budget detail, appendices and any and all supporting documentation (fully completed and signed) to the Office for College Advancement no later than one week prior to the application deadline. Note that College Advancement is available to assist grant applicants in completing proposals, budgets and/or in obtaining necessary supporting documentation, but the grant applicant must then contact College Advancement much earlier than one (1) week prior to the submission deadline.

[Note: For PSC-CUNY grants, complete proposals need only be submitted three (3) business days in advance of the submission deadline.]

If, for some reason, the applicant cannot meet such deadlines, it is the applicant's responsibility to communicate with College Advancement and negotiate a revised deadline so as not to jeopardize the grant submission deadline.

The internal review consists of both program and fiscal reviews to insure that all activities contained in the grant proposal are supported by grant funds and/or matching funds. Additionally, College Advancement is responsible for ensuring that all appropriate and/or relevant parties have been consulted on the project and that the necessary supervisory/department sign-off has been obtained.

College Advancement will work with the grant applicant to make any necessary modifications to the proposal and/or budget to conform to the requirements, standards and policies of the funding source, the College and, when appropriate, the Research Foundation of CUNY.

1.6 Institutional Sign-Off on Grant Proposals

The Office for College Advancement is the authorized entity to function as the designated liaison between the grant applicant and the signatory authority of the College, specifically the President, for institutional sign-off of the grant proposal.

Upon approval and signature, College Advancement submits the grant application to the funding source and a signed copy is simultaneously sent to the grant applicant. For electronic submissions, the grant applicant must coordinate with College Advancement for user identification codes and approvals.

1.7 Follow-up on Proposal Submissions

Grant applicants are encouraged to communicate with the funding source's program officer on a routine basis to track the status of the proposal's funding status.

1.8 Notification of Awards/Rejections

If a proposal is funded or rejected, the Office for College Advancement notifies the grant applicant and his/her supervisor/department chair or vice versa.

If a proposal is funded, it is typical for the funding source to request revisions to the budget and/or the scope of work. Such revisions are often required prior to issuing any written confirmation of the grant award. Grant applicants should plan to submit such revisions to the Office for College Advancement within one (1) week of notification. All revisions must again go through the College review, approval and signature processes described in Sections 1.4 and 1.5 (see Attachment No.1 for a sample budget modification worksheet).

If a grant application is rejected for funding, the Office for College Advancement, in partnership with the grant applicant, contacts the funding source to obtain the reasons for the rejection. In some cases, funding sources provide written explanations and/or copies of the readers' comments and rankings for the purpose of refining the application for future submissions.

A grant applicant may request that the College appeal the funding decision. All requests for appeals must be submitted in writing, either hard copy or electronically, to the Office for College Advancement within one (1) week of receipt of the funding source's explanation for the rejection and must include the grounds for the appeal. Such requests will be forwarded to the President's Cabinet for review and approval prior to appealing any decision.

2.0 Post-award Services

2.1 Advance of Grant Funds Procedure

Grant applicants may request an *Advance of Grant Funds* to establish a grant account while the College is waiting for the funding source to issue a formal contract, co-sign a contract or reimburse expenses (see Attachment No. 7).

An advance will only be authorized if the following conditions are met:

- 1) Complete copies of the submitted proposal, line item budget and any budget modifications are on file with the Office for College Advancement.
- 2) The Office for College Advancement has received a written letter of confirmation, or e-mail, from the funding source indicating the project start date and the dollar amount of the award. If written confirmation cannot be obtained, the President has the discretion of allowing the Office for College Advancement to obtain verbal confirmation from the funding source.

The advance may only be used to support the following:

- a) Expenditures that occur after the applicant receives written approval of the *Advance Funds Request*: retroactive expenditures are not allowable.
- b) Expenditures that are within the specified dates of the contract period: expenditures are unallowable if they occur prior to the official start date of the contract or after the official end date of the contract.
- c) Expenditures that are supported by the line item budget of the grant document.

Depending on the scope of the project and the proposed staffing pattern, expenditures associated with new hires may not be able to be supported with advance funds.

Upon approval/rejection of the *Advance Funds Request*, College Advancement notifies the grant applicant and his/her supervisor. If the request is approved, College Advancement will also simultaneously notify the administrative staff who will be responsible for processing the grant's fiscal transactions during the interim period using one of the President's Research Foundation accounts. All billings to the President's Research Foundation account will subsequently be transferred and/or charged to the grant account upon receipt of funding.

The Office for College Advancement routinely follows up with the funding sources and/or the Research Foundation to obtain mutually signed contracts/agreements on a timely basis. The account remains open in accordance with the specific start and end dates specified in the grant. Any extensions of the grant period must be approved by the funding source, in consultation with College Advancement.

2.2 Project Implementation

Grant Project Directors have primary program and and fiscal responsibility for the implementation of their respective grant projects in accordance with the College's guidelines, the guidelines of the funding source, and, if applicable, Research Foundation guidelines. Grant Project Directors must work within the established supervisory chain of command, i.e. their department chairs or supervisors, for the implementation of grant projects.

The Office for College Advancement will host an initial orientation session for the Grant Project Director. College Advancement will also provide "hands-on" training to either the Grant Project Director or his/her designee for the processing of all fiscal transactions, inclusive of payroll, timesheets and requisitions. The Grant Project Director has full responsibility for managing, monitoring and authorizing any and all fiscal transactions using grant funds.

The initial orientation meeting with the Grant Project Director consists of the following:

- Review of the grant reporting timelines and responsibilities;
- Establishing a plan for the promotion of the grant program, both on-campus and with external constituencies;
- Scheduling a training session for processing fiscal transactions such as payroll and purchasing requisitions; and
- Question and Answer session.

During the grant contract period, the Grant Project Director is responsible for notifying the Office for College Advancement of any substantive programmatic or fiscal deviations from the proposal originally approved by the College for submission. **Any and all budget modifications must be processed via the Office for College Advancement** to insure that all program objectives continue to be supported by the grant's line item budget. If a grant budget is modified, funds cannot be expended against the revised version until approval is obtained from both the College and the funding source.

All funding sources differ but most require that modifications be requested, and receive prior approval, when:

- Key personnel change,
- New line items are added to the budget,
- The total dollar amount of the award changes, or
- The scope and/or objectives of the project change.

If prior approval is required by the funding source:

- The Grant Project Director must submit the request in accordance with the funding source's format and timelines via College Advancement; and
- Changes cannot be implemented, nor can funds be reallocated, until College Advancement receives written confirmation from the funding source.

All requests for budget modifications must be submitted **within** the grant project period. It is recommended that all requests for budget modifications be submitted midway through the grant project period to allow adequate time for review by the funding source and implementation by the Grant Project Director. The College reserves the right to disallow requests for budget modifications based on the nature and timeliness of such requests.

2.3 Project Monitoring & Compliance

The Grant Project Director has responsibility for monitoring his/her grant project on an ongoing basis and complying with all the rules and regulations of the funding source, the College and the Research Foundation, if applicable.

As a supplementary service, College Advancement reviews the progress of all grants and contracts on an ongoing basis through consultations with Grant Project Directors and their department chairs/supervisors by conducting quarterly budget reviews and holding mid-year and year-end meetings. The goal of such routine contact is to prevent and/or resolve any problems on an ongoing basis that might ultimately jeopardize successful completion of the grant.

Quarterly budget reviews are conducted by College Advancement to determine if grants are on or behind schedule. Grant Project Directors and their department chairs or supervisors receive these reports. It is the College's goal to expend 100% of its grant funds on a timely basis to fulfill the grant's goals and objectives.

A mid-year meeting is scheduled with the Grant Project Director to review the status of the project, determine if any budget modifications need to be submitted and devise a plan, if necessary, for the continuation and/or expansion of grant funding. If mid-year reports are required by the funding source, College Advancement can assist with the review and submission of those reports during this meeting.

A final, year-end meeting is scheduled as a "wrap-up" session, to obtain feedback and suggestions for improving the grant process, ensure compliance with year-end reporting requirements and identify project needs for the following year.

College Advancement must be notified, in advance, if a current or a potential funding source is planning to schedule, or has scheduled, a site visit to assist in welcoming the funding source to the campus.

2.4 Project Reports

The Grant Project Director is responsible for preparing and submitting all interim and final narrative and fiscal reports to their department chair and/or supervisor, as well as College Advancement, for review and approval prior to sending them to the funding source. College Advancement is available as a resource for completing any such reports. College Advancement subsequently forwards all such reports to the funding source in accordance with the funding source's established timelines and maintains a copy in the College's centralized grant files.

Although some funding sources do not require submission of final reports until after the project has ended, it is recommended that such reports be completed prior to the project end date whenever possible. By completing the reports prior to the project's end date, the Project Director, who may be employed by grant funds, is still available to write such reports. If the Grant Project Director's employment ends, or the grant is not renewed, the completion of the Final Report becomes the responsibility of the Grant Project Director's supervisor or department chair.

2.5 Official Records

The Office for College Advancement maintains a centralized file history on all grants for the College, in conformance with CUNY's Guidelines for Records Retention and Disposition. The application proposal, narrative, evaluation and annual/final report for the accepted grant are maintained as permanent records. Background material, fiscal records and supporting documentation are maintained for six (6) years after renewal, close of grant or denial of application.

Grant Project Directors are responsible for maintaining the daily program files as well as copies of all requisitions for expenditures for audit purposes.

In the event that a grant is not renewed, or if the grant project has been completed, the Grant Project Director should arrange to have all files transferred to the Office for College Advancement where they will be reviewed and subsequently forwarded for storage.

ATTACHMENT No.1

**Directions & Worksheets for
Preparing & Modifying Budgets**

I. Salaries

Job descriptions and resumes are used as the basis for establishing pay scales.

If the grant is going to be managed by an entity other than the Research Foundation (RF), you must contact the College's Office of Human Resources for salary information.

If your grant is to be managed by the Research Foundation of CUNY, it is strongly recommended that you review their guidelines prior to establishing salary rates. The Research Foundation, www.rfcuny.org, has developed its own job descriptions and pay scales for grant-funded employees. The Research Foundation salary schedule is also enclosed within this Attachment.

Research Foundation Salary Schedule:

Salary Category	Sample Position Title	Rate
*XII	Project Director Principal Investigator	Min: \$119,158 Max: \$130,098
*XI	Project Director Principal Investigator	Min: \$97,271 Max: \$119,157
*X	Project Director Principal Investigator Program Coordinator Research Associate C	Min: \$58,363 Max: \$97,270
IX	Project Director Principal Investigator Program Coordinator Research Associate B	Min: \$54,715 Max: \$91,190
VIII	Project Director Principal Investigator Sr. Computer Systems Analyst Project Associate Sr. Computer Programmer Research Associate A	Min: \$48,635 Max: \$80,248
VII	Computer Systems Analyst Instructor Programmer B Training Assistant Office Manager III Research Assistant B	Min: \$36,476 Max: \$60,794
VI	Computer Programmer A Executive Assistant Senior Technician Office Manager II Senior Admin. Assistant II Research Assistant A	Min: \$31,614 Max: \$54,715
V	Office Manager I Administrative Assistant I Technician (give specialty) Accounting Assistant III Sr. Accounting Assistant II	Min: \$27,845 Max: \$48,635
IV	Senior Secretary Administrative Assistant Sr. Accounting Assistant I Senior Research Aide Accounting Assistant II	Min: \$22,373 Max: \$42,555
III	Secretary Senior Clerk Accounting Assistant I Research Aide II	Min: \$20,427 Max: \$36,476
II	Typist II Data Entry Clerk Research Aide I Clerk II	Min: \$17,266 Max: \$30,396
I	Typist I Clerk I	Min: \$10,944 Max: \$26,749
Non- Teaching & Hourly Instruction Rates		Min: \$27.50 Max: \$89.00

*All appointments of employees assigned to either salary category XI or XII must bear the approval of the College President. Contact College Advancement to initiate the request process. For employees appointed by the University's Central Administration, the approval of the respective Vice Chancellor will be necessary.

**Since certain federal restrictions may apply, individuals receiving total compensation over \$107,000, regardless of funding sources, must secure prior approval from the Research Foundation before any appointment is made.

II. Fringe Benefits

The Research Foundation of CUNY maintains its own fringe benefits program for employees; the RF's benefits package is comparable to those of other academic and non-profit institutions.

If the grant is going to be managed by an entity other than the Research Foundation, you must contact the College's Office of Human Resources for fringe benefit information.

The cost of providing benefits to employees is included in grants as a direct charge. To simplify both pre-award budget preparation and post-award accounting procedures, the Research Foundation of CUNY has the following percentages, which represent the best estimate of the actual costs of providing benefits to each employee.

Pool	Definition of Pool Category	Rate
Full-time & Part-time A	Any employee scheduled to work 19 or more hours per week.	33.5%
	('Full-time' employees are scheduled to work 35 or more hours per week and are paid on an annual basis, while 'Part-Time A' employees are scheduled to work at least 19 but fewer than 35 hours per week, and paid on an hourly basis.)	Effective 7/1/05 34.5%
		Effective 1/1/06 35%
Part Time B	Part-Time employees scheduled to work fewer than 19 hours per week, and paid on an hourly basis*	9% Effective 7/1/05 10%
Released Time Faculty	CUNY Faculty released to work on a grant or contract	28%
CUNY Faculty other than Released Time Faculty	CUNY Faculty who are not released from their CUNY workloads (summer salary, etc.).	20%

* If KCC faculty or staff are employed by two separate Research Foundation-administered grants, the combined number of hours cannot exceed 19 per week, or additional costs must be included in the benefits package. College Advancement can assist Project Directors in determining if staff are employed on other RF grants.

III. Supplies

The grant budget must support all grant operating costs unless you have a written agreement with the College to the contrary.

Line item budget detail must be provided, such as:

- a) For office supplies, estimate the number of units to be purchased and cost per unit. [Note: Some funding sources, such as Perkins, consider office supplies to be administrative costs and limit the percentage of funds that can be allocated for administrative costs.]
- b) For educational/instructional supplies, estimate the number of participants to be served by your project and the cost per person.
- c) For capital supplies (equipment), specify type, model number, number of units to be acquired, and unit cost along with costs for peripherals (locks/cables). Obtain all information from the Office of Instructional Services if ordering computers or printers and check with the Office of Administration to insure that additional phone/fax lines or computer lines do not need to be installed. [Note: Some funding sources do not allow capital expenditures and/or may use different definitions from the College for capital expenditures.]

Some funding sources impose deadlines for receiving supplies, materials, and equipment: it is not sufficient to simply have the materials ordered, or the funds encumbered; the materials must have actually been delivered to the campus. Check with the funding source or the College Advancement Office for specific guidelines.

IV. Services

Contact College Advancement to assist you in estimating the cost of purchased services.

- a) For workshops, provide detail as to topics, the number of hours per session, cost of the workshop leader per hour, and estimated number of participants to be served by the workshop.
- b) For consulting or subcontracting services, contact College Advancement if you need assistance in determining the funding source's definitions/differentiations of such services and/or if you want an estimate of the post-award paperwork required for such services.
- c) For printing services, provide detail as to the number and type of materials to be produced --- contact College Advancement for information, costs, timelines and potential vendors and/or in-house services.

The College encourages all grant applicants to include d), e) and f) when permissible by the funding source:

- d) Estimate copying services at \$.05/copy and specify the number of copies needed.
- e) Include postage for:
 - 1st class mail @ \$.37
 - In-state bulk mail @ \$.14.2
 - Out-of-state bulk mail @ \$.16.9
- f) Telephone at \$250/line plus long distance for all locations

.V. Travel

Many grant funding sources allow funds to be budgeted for travel for the Project Director as well as other key personnel and program participants to attend conferences and/or to attend mandated meetings by the funding source, provided that the travel is detailed in the grant budget. [Note: New York City rules and regulations not only govern Kingsborough's travel policies and procedures, but also govern reimbursement rates for travel expenses and supercede the funding source's rules. Applicants are strongly encouraged to review these policies, procedures and reimbursement limits when planning to include travel in a grant budget. A hard copy of NYC's policies is maintained in College Advancement or may be accessed online www.comptroller.nyc.gov/bureaus/acc/print/directives.shtm.]

Approval for any and all travel must be obtained, in advance, through the College's regular processes.

The following information should be detailed in the grant budget for both in-state and out-of-state travel:

- Position title, as listed in the grant proposal, of staff who will be traveling
- Name or type of conference/meeting to be attended
- Organization hosting conference
- Dates of conference
- Location of conference/meeting
- Registration fee, if any
- Round-trip transportation costs based upon total mileage or bus/train/airfare costs
- Round-trip shuttle/ground transportation costs if using public transportation
- Hotel cost per night and number of nights
- Per diem expenses, such as for meals and miscellaneous expenses

In general, any grant-funded travel must be supported by written, original receipts in order to obtain reimbursement up to the maximum amount allowable.

Travel advances can be arranged for grant-funded activities and College Advancement can assist the Project Director in obtaining such advances. Otherwise, all funds for travel are allocated on a reimbursement basis, after the travel has occurred and all the necessary paperwork and receipts have been submitted.

VI. Total of Direct Costs

The Total of Direct Costs is the sum of all costs from salaries, benefits, supplies, services, and travel.

VII. Indirect Costs

It is the College's policy to include the maximum rate allowable for indirect costs. The College's federally approved indirect cost rate is 65% for all on-campus programs and 31.6% rate for off-campus programs. This rate is calculated on the total of salaries and benefits only, not the total of all direct costs.

Funding sources may disallow the inclusion of indirect costs in the grant budget or mandate a cap for indirect cost recovery and the College will abide by the funding source's policies. An applicant also has the opportunity to discuss waiving, or reducing, the amount of indirect costs included in a grant budget with College Advancement if there are extenuating circumstances.

VIII. Total Costs

Total Costs are the sum of the Total of Direct Costs and Indirect Costs.

IX. Matching Costs (only if required by the funding source)

Any and all matching costs must be documented, verified and approved prior to submission of a grant application. If the proposal is funded, it is the Project Director's responsibility to track and document any and all matching costs listed in the budget summary. College Advancement will assist Project Directors in identifying possible matches as well as identifying ways of documenting such matches (see Attachment No.3).

BUDGET MODIFICATION WORKSHEET

NAME OF GRANT: _____
PROJECT PERIOD: _____

	A	B	C	D	E	F
<i>Line Items</i>	<i>Current Budget – Grant Funds</i>	<i>Requested Revision - Grant Funds</i>	<i>Revised Budget - Grant Funds</i>	<i>Matching Funds</i>	<i>Grant & Matching Funds Total</i>	<i>Justification</i>
Salaries						
Benefits						
Printing						
Copying						
Travel						
Postage						
Telephone						
Supplies						
Equipment						
Subtotal						
Indirect						
TOTAL						

NOTES:

- Column A + Column B = Column C
- Column C + Column D = Column E
- Column F is justification for Column B
- Parentheses denote subtraction

SAMPLE BUDGET MODIFICATION WORKSHEET – NO INCREASE/DECREASE IN GRANT FUNDING

NAME OF GRANT: _____

PROJECT PERIOD: _____

A		B	C	D	E	F
<i>Line Items</i>	<i>Current Budget - Grant Funds</i>	<i>Requested Revision - Grant Funds</i>	<i>Revised Budget - Grant Funds</i>	<i>Matching Funds</i>	<i>Total - Grant & Matching Funds</i>	<i>Justification</i>
Salaries	25,000	-0-	25,000	-0-	25,000	
Benefits	11,572	(2,250)	9,322	-0-	9,322	Actual costs lower than projected---retirement is not needed
Printing	758	1,800	2,558	-0-	2,558	Actual costs higher than projected
Copying	100	100	200	-0-	200	Additional copying @ \$.05/copy
Travel	2,000	-0-	2,000	-0-	2,000	
Postage	320	-0-	320	-0-	320	
Telephone	250	350	600	-0-	600	Long distance costs & other phone line needed
Supplies	5,000	-0-	5,000	-0-	5,000	
Subtotal	45,000	-0-	45,000	-0-	45,000	
Indirect	5,000	-0-	5,000	-0-	5,000	
TOTAL	50,000	-0-	50,000	-0-	50,000	

NOTES:

- Column A + Column B = Column C
- Column C + Column D = Column E
- Column F is justification for Column B
- Parentheses denote subtraction

SAMPLE BUDGET MODIFICATION WORKSHEET - AN INCREASE IN GRANT FUNDING &
CORRESPONDING INCREASE IN MATCHING FUNDS

NAME OF GRANT: _____
PROJECT PERIOD: _____

	A	B	C	D	E	F
<i>Line Items</i>	<i>Current Budget - Grant Funds</i>	<i>Requested Revision - Grant Funds</i>	<i>Revised Budget - Grant Funds</i>	<i>Matching Funds - Required by KCC</i>	<i>Total-Grant & Matching Funds</i>	<i>Justification</i>
Benefits	11,572	(2,250)	9,322	9,322	18,644	Actual costs lower than projected - retirement is not needed
Printing	758	1,300	2,058	2,058	4,116	Actual costs higher than projected
Copying	100	100	200	-0-	200	Additional copying @ \$.05/copy
Travel	2,000	-0-	2,000	-0-	2,000	
Postage	320	-0-	320	-0-	320	
Telephone	250	350	600	-0-	600	Long distance costs & other phone line needed
Supplies	5,000	5,000	10,000	-0-	10,000	Purchase of laser printer & computer needed for program participants use
Subtotal	45,000	4,500	49,500	55,000	104,500	
Indirect	5,000	500	5,500	-0-	5,500	
TOTAL	50,000	5,000	55,000	55,000	110,000	Increase of \$5,000 in grant funds & corresponding increase in matching funds

NOTES:

- Column A + Column B = Column C
- Column C + Column D = Column E
- Column F is justification for Column B
- Parentheses denote subtraction

BUDGET WORKSHEET - SALARIES & FRINGE BENEFITS

Grant Project: _____
 Project Director: _____
 Project Start & End Date: _____
 Proposal Due Date: _____

Are staff on any other companion grant(s)? Yes ___ No ___
 If yes, please list grant(s) and staff member(s): _____

A

B

C

D

E

F

G

H

Position Titles	Names of Proposed Staff	Hourly Rate of Pay	# hrs./wk.	# Weeks	Subtotal of Grant- funded Salary	Fringe Benefit Rate	Total

LINE ITEM BUDGET WORKSHEET SALARIES, FRINGE BENEFITS & OPERATING EXPENSES

Grant Project: _____
 Project Director: _____
 Project Start & End Date: _____
 Proposal Due Date: _____

Are staff on any other companion grant(s)? Yes ___ No ___
 If yes, please list grant(s) and staff member(s): _____

A	B	C	D	E	F	G	H
Position Titles	Names of Proposed Staff	Hourly Rate of Pay	# hrs./wk.	# Weeks	Subtotal of Grant-funded Salary	Fringe Benefit Rate	Total

ATTACHMENT NO. 2

Released Time Request

To: Office for College Advancement

Name of Grant Applicant(s): _____

Department: _____

Grant Title: _____

Funding Source: _____

Grant Project Period (start & end dates): _____

Released time is being requested for the following individual (use a separate form for each individual):

Name: _____	Semester	Year	# hours
	___ Fall	___	___
	___ Spring	___	___

Total # hours _____ x \$1,000/hr. = \$_____ + .28 (28% fringe benefits) = \$_____ (amt. charged to grant)

Signature of Department Chairperson or Supervisor/Date

Signature of Provost/Date

.....
Comments:

ATTACHMENT NO. 4

Computer/Software Acknowledgement

To: Office for College Advancement

Name of Grant Applicant(s): _____

Department: _____

Grant Title: _____

Funding Source: _____

Grant Project Period (start & end dates): _____

Hardware Requested (List how many units are to be purchased, such as desktop or laptop processors, printers, peripherals, etc.)

Identify where hardware will be located: _____

Software requested:

Signature of Department Chairperson or Supervisor/Date

Dean of Instructional Services/Date

.....
Comments (Are additional computer lines needed? Can the hardware/software be supported by KCC staff?):

ATTACHMENT NO. 5

Renovations/Space Acknowledgement

To: Office for College Advancement

Name of Grant Applicant(s): _____

Department: _____

Grant Title: _____

Funding Source: _____

Grant Project Period (start & end dates): _____

Are renovations to your existing space needed? yes no

If yes, identify the location of the space: _____

If yes, specify why the renovations are needed:

Is additional space needed? yes no

If yes, identify amount and type of space needed (ex. 2 classrooms, 1 lab, office space, meeting space):

Signature of Department Chairperson or Supervisor/Date

Office of the Vice President for Administration and Finance/Date

Buildings and Grounds estimates that the requested renovations will cost \$ _____

Buildings and Grounds can assume this expense: Yes No

.....
Comments:

ATTACHMENT NO. 6

Use of Human or Animal Subjects Institutional Review Board Request

Any research that obtains data about human subjects through intervention or interaction or that accesses identifiable private information through records or observation must comply with the United States Department of Health and Human Services (DHHS) standard of ethics.

If the grant project involves the use of human subjects for research purposes, the project must be approved by the KCC Institutional Review Board (IRB) prior to project implementation. Grant applicants are encouraged to initiate the process upon submission of a grant. Research protocols must be reviewed and approved by the IRB *before* any research begins.

The IRB is composed of Kingsborough Community College (KCC) faculty who are engaged in research using human subjects, faculty who study human behavior, a non-scientist and a community member who is not affiliated with The City University of New York or KCC. The IRB's only interest is in protecting the safety, welfare, privacy and rights of human research subjects. It is not the IRB's objective to pass judgment on other aspects of the research except as it relates to this ratio. To this end, grant applicants designated as Project Directors or "Principal Investigators" (PIs) must prepare protocols giving complete descriptions of the proposed research.

All PIs and other key personnel are also required by federal directive to receive education on the protection of human research subjects before final approval can be given to conduct human subjects research.* The CUNY Research Foundation offers a computer-based training program at <http://www.rfcuny.org/ResConduct/CBT>. This self-directed training takes approximately 45 minutes to complete. It reviews common concepts, principles and issues related to the responsible conduct of research with human subjects.

PIs need to have the education requirement fulfilled at the time of submission of their application to the IRB. Other key personnel working on the research project should have completed an education program with documentation before the beginning of the research project.

The IRB Application form is available at
<http://www.rfcuny.org/FormsWeb/ResCompliance.html>

ATTACHMENT NO. 7

Request for Advance of Grant Funds

To: Office for College Advancement

Name of Grant Applicant(s): _____

Department: _____

Grant Title: _____

Funding Source: _____

Grant Project Period (start & end dates): _____

I am requesting to use the Advance Grant Fund account because the grant falls within one of the following categories (check one):

A renewal of previously awarded grant. Written notification from the funding source that the proposal has been funded is attached.

First time grant award. Written notification from funding source that the proposal has been funded is attached.

Multi-year federal continuation grants. The Office for College Advancement has received a specific dollar amount for the upcoming year's budget from the funding source.

Other: _____

Department Chairperson or Supervisor/Date

Vice President for College Advancement/Date

.....
Comments: