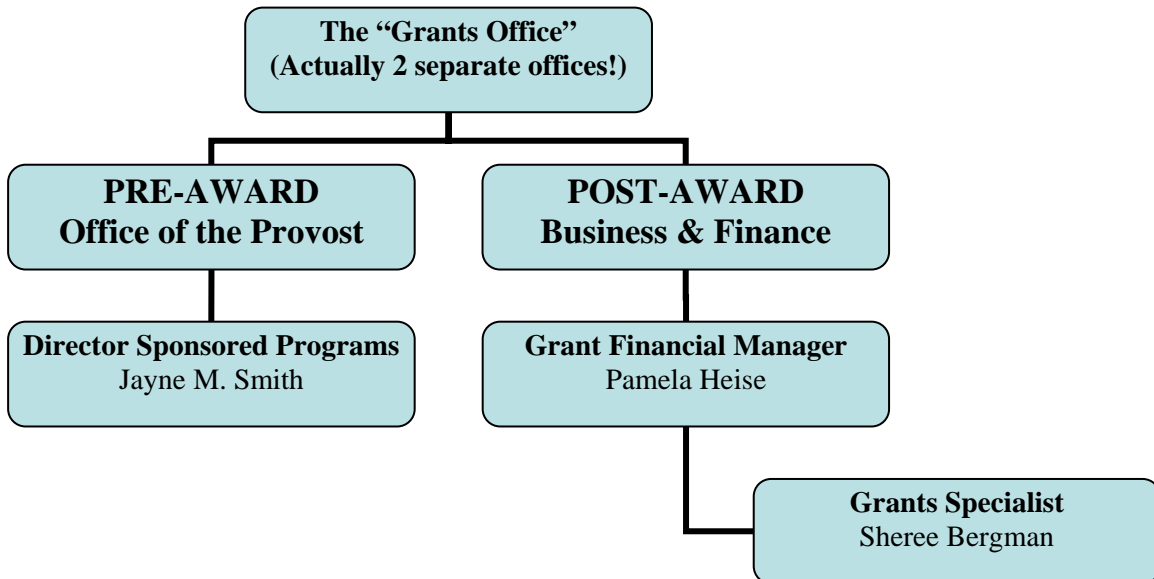


**Drake University**  
**Office of Sponsored Programs**  
**December 2008**

*1. Who does what?*



PRE-AWARD ASSISTANCE

- **Identify funding agencies**
- **Prepare forms, appendices, etc. associated with grant submission**
- **Edit proposals / Prepare budgets**
- **Coordinate institutional review and routing**
- **Assist with electronic submission**
- **Submit requests requiring sponsor approval** (i.e. extensions, budget revisions, programmatic changes, key personnel changes, etc.)
- **Draft and Issue subcontracts and contractual agreements**
- **Ensure compliance with internal and external policies and regulations**
- **Coordinate intellectual property and patent inquiries**

POST-AWARD ASSISTANCE

- **Invoice grantors and completing financial reports**
- **Approve expenditures**
- **Coordinate Rate of Effort reports**
- **Equipment Inventory**
- **Establish fund numbers and accounts**

- **Ensure compliance with internal and external policies and regulations**

## *2. May I request extra compensation (i.e. salary) on a grant?*

Yes. Nine month faculty may request summer salary on a grant application. See example on the next page.

### ***Example:***

*Professor Smith is a faculty member on a nine month contract and wishes to work two (2) summer months on a grant funded project that will be conducted primarily on the Drake Campus. His nine month salary is \$48,000. What should he build into the grant application for salary on his grant?*

$$\$48,000/9 \text{ months} = \$5,333$$

Drake would use his monthly salary (\$5,333) to calculate what he can earn per month on a summer contract. So if Professor Smith wants to work 2 summer months on a grant funded project, then he would request that \$10,666 + fringes be built into the grant budget for his summer salary. In this example that amount would total \$11,615.

**Salary for Smith**  $\$5,333 \times 2 \text{ months} = \$10,666$

**Fringes for Smith @ 8.9%**  $= \$10,666 \times .089 = \$949$

**Total Salary/Fringes = \$11,615**

## *3. How far in advance must I submit a proposal to you for review?*

Allow up to five (5) business days for the Grants Office to review the package and route it for institutional approval. Investigators are encouraged to allow more time than this with electronic grant submissions (i.e. Grants.gov).

## *4. Where do I get the form that permits me to submit a grant application on behalf of Drake University?*

This form is referred to as the "Proposal Routing Form" and can be obtained by contacting Jayne Smith. See attached for a copy of this form.

## *5. I am merely a subcontractor or a partner on a grant with another university. Do I still need to submit this proposal routing form?*

Yes. If you are submitting a budget or committing Drake space (laboratories, classrooms, other facilities, etc.) you need to submit your proposal through the grants office.

## 6. *Must I build in indirect costs into my proposal?*

The short answer to this question is “Yes.” Drake’s facilities and administrative (F & A) costs are currently **30% of modified total direct costs**.

Modified total direct costs are the total direct costs excluding capital equipment (items costing \$5,000 or more), tuition and fees and that portion of each subcontract exceeding \$25,000.

F & A costs must be requested at the current negotiated rate unless the sponsor has a published policy restricting the payment of F & A costs or will only pay F & A costs at a specific rate. The Provost must specifically approve all exceptions.

## 7. *Grant vs. Gift*

**Grants**—Externally funded programs (e.g. research, program development, public service, and training) at Drake University are supported by grants, contracts, and cooperative agreements funded by government agencies, foundations, associations, industry, and other external sources. The Office of Sponsored Programs is the primary office responsible for accepting grants and processing contracts and cooperative agreements on behalf of the University in support of specific projects developed by University investigators. The following are characteristics of sponsored-program funding:

- Funding is given to the University in response to a proposal submitted by an investigator.
- The University enters into an agreement with the sponsor regarding how funds are to be spent and accounted for. A report of expenditures or billing is required or unexpended funds must be returned to the sponsor at the end of the project period.
- Project work is subject to guidelines and regulations of the sponsor, i.e. progress reports, other deliverables, specified performance period & completion date, etc.
- The proposal activity involves human subjects, laboratory animals, use of radioactive materials, recombinant DNA, or biohazards requiring review from the appropriate committee for compliance with college policies.

**Gifts**—The University also receives gift money from foundations, corporations, or individuals interested in supporting Drake University. The Development Office is responsible for accepting gifts and administering the spending of such funds according to the wishes of the donating parties. The follow are characteristics of gifts:

- A gift is a voluntary, non-reciprocal, irrevocable transfer of money or property specified by a donor (e.g. individual; corporation; or corporate, private, and community foundation, etc.).

- Gifts meet the determination of having no "quid pro quo" relationship with the College and may come in a variety of forms (e.g. cash, products, property, securities, life insurance contracts, charitable trusts, etc.).
- A gift to the College implies no responsibility to provide the donor a product, service, technical or scientific report, or intellectual property rights, other than recognition and disposition of the gift in accordance with the donor's wishes.
- The donor's gift may be restricted (for scholarships, faculty research, construction, etc.) or be unrestricted for use in meeting the needs of the College.

*If you are unsure whether funds are designated for a sponsored project or are gift funds, please contact either the Office of Sponsored Programs or the Development Office for assistance.*