

# ***“Congratulations! You Won a Grant Proposal... Now What?”***

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**Carnegie as a whole receives 44% of its funding from external sources**

## **Understanding the environment:**

- Uniform guidance system created in 2014 (meant to simplify process)
  - However, each agency has specific guidelines, as well
- Uniform guidance discusses aspects of grant like:
  - Cost principles (what you can charge against the grant), administrative requirements, audit requirements/process

## **Guidelines -- READ and LOVE your award:**

- It outlines all the parameters you need to know
  - Things to look for:
    - period of availability (how long do you have to complete the grant)
    - budget ceiling/budget awarded (budget allowed for multi-year project vs. what you will be awarded each year as the agency's budget allows)
    - reporting requirements (documentation is KEY)
      - auditing process can be tricky, so make sure that you document costs, staff, equipment, etc. thoroughly and consistently

## **Implementing your award:**

- First question: what can you charge to your award?
  - It always depends upon your grant and the agency
- Cost principles MUST be:
  - Allowable: within the limits of government regulations and adequately documented
  - Reasonable: prudent and necessary purchases that fall within grant restrictions and market price
  - Allocable: costs relate to the award (i.e. buying a piece of equipment that is used solely for this project)
- Rules are varied and situational, but always consider the “front page test”: would you feel comfortable with your purchase if it made front page news?\*

**\*Trust your gut – but VERIFY:**

- Even if it seems obvious, look to your grant or the specifications set down by the agency to decide what fits the cost principles
  - Indirect vs. direct costs
    - Direct: identifies specifically with a particular final cost objective (salary, travel, equipment)
    - Indirect: common/joint objectives incurring costs (building management/maintenance, overhead, admin, etc.)
  - Prior approval requirements
    - “written approval by an **authorized** official evidencing **prior consent**”
      - often needed for: sub-award changes/personnel changes, reallocation of travel/participant costs, change in objective/scope, etc.\*\*

**\*\*Not everything requires official prior consent:**

- CHECK your grant and the agency for requirements
  - When prior approval is not needed, notification is a good idea:
    - If for no other reason than clear, consistent documentation that can be used in case of an audit or miscommunication later
  - Sub-award vs. vendor
    - Vendor: an exchange of goods or services for money, outcome of project does not affect vendor’s involvement
    - Sub-award: a collaboration between organizations/teams in which the outcome of the project benefits all parties involved\*\*\*

**\*\*\*Look to your agencies specifications for more detail**

**Carnegie Science Grants and Awards Guidance document --**

**<https://carnegiescience.edu/sites/carnegiescience.edu/files/policies/Grants.pdf>**

*Notes by Casey Leffue, April 19, 2017*