MEMO

DATE: 4/1/2021

TO: George Fox Employees - Faculty and Non-Faculty

FROM: Andrea Scott, *Provost*
Michael Reza, *VP Advancement*
Vicki Piersall, *CFO*
Nichole Drew, *Human Resources Director*

RE: *GFU Grant Guidance - Compensation, Personnel Planning, & Budgeting*
(Updated in the 3.0 Section of the Employee Handbook & GFU Grants Webpage)

**The Faculty and non-faculty employees of George Fox are provided the
following <ins>policy advisories</ins> to better prepare and administer grant
compensation, budgets, and personnel work. We aim to ensure all
faculty and non-faculty employees affiliated with George Fox grant work
are informed, have the resources to maintain grant awards, are
approved to submit grant proposals to funders, and trained to manage
grant awards for appropriate internal and external requirements.**

GRANT AUTHORITY

George Fox University, not the George Fox employee, is the owner and fiscally responsible agent for accepting and administering grant funds based on Board of Trustees policy. George Fox University is the employer for any grant-funded personnel activities, and personnel spending must be in accordance with university policy as well as federal and state laws. GFU Advancement directs grant administration recordkeeping and relationship best practices.

Rationale: Human Resource and fiscal policies and processes, as outlined in the employee/faculty handbooks, board policy manuals, and operational process documents, are in place to ensure George Fox grant funded business activities are following efficient, equitable, fair and sustainable guidelines. Grants are submitted by both faculty and non-faculty employees for both GFU academic and business operational needs with the assistance of Advancement.

DEFINITIONS OF GEORGE FOX GRANT TERMINOLOGY

For grant development, compensation, and formula application, reference the specifically defined *George Fox Grant Terms Glossary*.

Rationale: Grant terms change by each institution. Grant funders, grant regulations, and grant administrators all use similar terms in different ways. This can become confusing and impact collaborations and auditing of the use of George Fox fund requirements. The university's grant terms glossary is a working document to ensure agreement with partners as well as accuracy and compliance efficiency in all grant stages of grant work at George Fox.

Helpful resource:
- *George Fox Grant Terms Glossary*: To request a term definition to be added or updated, please email giving@georgefox.edu.

REQUIRED GRANT NOTIFICATION & REPORTING:

Faculty or non-faculty employees are <u>required to register each grant before beginning work or starting solicitations</u> of a grant funder by using the Grant Registration and Request Form. Employees should not start any institutional grant platform accounts with funders before university approval of grant work. Grant committee notifications less than 60 days before the submission deadline are not guaranteed to be reviewed or approved by the grant deadline. Advancement is to be included on all grant report communication and is the repository for all official grant reports sent to the funder.

Rationale: George Fox is the fiscal sponsor of all grants and institutional platform accounts. Adding a new platform account duplicates reporting and often confuses funders. GFU Advancement likely has existing institutional online accounts with the funder. New platform accounts can duplicate funders and GFU reconciliation work. HR, Finance and Advancement staff schedule review of grant materials individually and for groups. Scheduling group meetings can take several weeks given multiple grant deadlines and review committee members' schedules. Providing 60 days BEFORE grant deadlines ensures executive deans, funders and faculty have the full support of all who help submit, set up and share folders for proposals, budgets, and documents accessed by all committee members. Grant reports are the official record of the use of grant funds. The official GFU repository of grant reports resides in Advancement and is necessary for documentation reference and the training of current and future employees on the institutional relationship with the grant funder.

Helpful Resource:
- *Grant Registration & Request Form*

GRANT BUDGETS FORMAT BY EXPENSE CODE TYPES

Before submission to any grant funder, all external grant proposals MUST include a budget expressed and organized by established university expense codes. While grant funders have an established budget format for the application process, the George Fox expense code budget format is necessary to inform university leadership in a consistent manner of the intended use of grant funds and properly inform the grant writer and their supervisor of expense approval limitations.

Rationale: Accurate grant budgets communicate the planned use of any awarded grant funding. The GFU budget format must reflect or be revised to grant award contract terms. Significant issues arise when expense estimates are not clearly defined or planned to assist interdepartmental or cross disciplinary review, course load staff replacement timelines, submission approval, and reporting processes.

Helpful Resources:
- *GFU Grant Budget by Expense Code Format*
- *Expense Code Account Types List*
- *Checklist: Planning for Grant Funded Personnel/Staffing Expenses* - Planning Accurate Personnel Costs in Grant Budgets

FACULTY STIPEND COMPENSATION

Please review and apply the current Special Stipend Compensation Policy, effective 1/1/2021 in the Employee Handbook. Stipends for employees are FICA eligible and require a % of FICA expense to any stipend budget payments. Grant budgets must calculate for FICA and the stipend amount.

Helpful Resource:
- *Checklist: Planning for Grant Funded Personnel/Staffing Expenses* - Planning Accurate Personnel Costs in Grant Budgets
- *Employee Handbook: Special Stipend Compensation Policy*

GRANT BUDGETS REQUIRE COMPLETE STAFFING COMPENSATION ESTIMATES

Before submitting grant budgets, a complete definition of the personnel type(s) and estimated compensation for each to manage the grant (PI, grant admin), as well as the grant program/project (program directors/staffing), must be reflected in the budget narrative. These include:

- Faculty contract course load releases, adjunct faculty hires
- Faculty/non-faculty stipends
- Vendors

- Student employees, or
- New hires as necessary

Please review and apply the "Checklist: Preparing for HR Grant Staffing Review Meetings" document to ensure grant budgets reflect the estimated staffing types and compensation.

Rationale: Principal Investigators, identified as the primary contact per George Fox grant, need a full definition of personnel types and cost anticipated to impact grant funding. Human Resources must prepare for and confirm training of PIs and grant administrators in processes to administer personnel types and ensure regulations that the university adheres to in planning, compliance and safety concerns. When fiscal or HR laws change, a fast and comprehensive report is necessary to identify and notify which Principal Investigators and staff are involved in grant-funded projects for new federal, state, or local requirements, or when funder contracts are revised or impacted.

Helpful Resource:
- *[Checklist: Planning for Grant Funded Personnel/Staffing Expenses](#)* - *Planning Accurate Personnel Costs in Grant Budgets*

COST SHARE APPROVAL

If your grant project is not fully funded by the grant budget, a written explanation of the gap funding, or cost share(s), is necessary. Cost share approval must be completed before the grant is submitted. Each grant must include an initial indirect cost of 10% to GFU.

Rationale: George Fox is fiscally responsible to account for unfunded liabilities and ensure all grant and grant supported work is adequately funded. PI's must aim to budget the full cost of the project and reflect investments by GFU in addition to new or renewal grant funders. Indirect costs reflect the portion of grant contribution to GFU from grant funders.

Helpful Resource:

- *Checklist: Planning for Grant Funded Personnel/Staffing Expenses* - Planning Accurate Personnel Costs in Grant Budgets

REQUIRED COURSE LOAD RELEASE

Reflect in the grant budget the dollar amount of the course load hours that need to be waived for each faculty employee. For course load waivers which are needed to pursue a grant, confirm approval with your enterprise dean and the provost.

Rationale: Faculty are first required to meet the terms of their hiring contract. Costs caused by administering grants must be reflected in the grant budget.

Helpful Resource:
- *Checklist: Planning for Grant Funded Personnel/Staffing Expenses* - Planning Accurate Personnel Costs in Grant Budgets

REQUIRED ADJUNCT REPLACEMENT HIRES

Grants preventing faculty from contracted course-load responsibilities are replaced by adjunct hires. The grant must 1) include the full expense of the adjunct, and 2) confirm approval from director supervisors before the grant is submitted. The current rate to budget is $900/credit plus 25.3% fringe (as of January 2021).

Rationale: Faculty are first required to meet the terms of their hiring contract. Accurate adjunct costs must be reflected in the grant budget and timed to insure the hiring and orientation of an adjunct replacement meets class schedules.

PRINCIPAL INVESTIGATOR GRANT COMPENSATION

The maximum amount a Principal Investigator can be compensated for managing the George Fox grant management functions from a grant is 2.5% of the grant proposal award amount. This does not limit revenue from the grant program revenue that pays the Principal Investigator to function in an interim role or perform grant program tasks.

Rationale: Grant management tasks, especially for multi-year awards, are often complex and changing. Principal Investigators must act in interim program roles that are outside his or her faculty or non-faculty role to ensure the grant-funded program can begin on time. To ensure equity of Principal Investigators for their grant management functions, this flat-rate percentage is applied in the budget to inform funders of the responsibility the PI holds to George Fox in ensuring the grant is administered, reported on, and directing oversight of any assigned admin staff to support grant administration responsibilities to the university. Having a flat rate and specific line item in the grant budget ensures HR, Finance, the Funder and Advancement staff are clear on which funds are going to support the time and effort to manage the grant tasks of the grant implementation.

REQUIRED GRANT ROLE - Principal Investigator

One primary grant manager, called a Principal Investigator (PI), must be identified per grant. The PI is responsible for aspects of managing a grant accepted by George Fox, in tandem with the university's Advancement office. The identified PI must be an employee of George Fox. Advancement must be notified within 24 hours of any decision to change a grant PI.

Rationale: Most grants have standard functions and compensation ranges for a Principal Investigator, project or program director, or grant administration staff to support grant work. The PI of each grant is responsible for timely updates to GFU Advancement, managing grant funds and reporting to grant funders.

Helpful Resource:
- *Checklist: Planning for Grant Funded Personnel/Staffing Expenses - Planning Accurate Personnel Costs in Grant Budgets*

GRANT COMPENSATION EXCEPTIONS

When there are conflicts shown in the areas above, case by case exceptions will be reviewed and approved through the established Grant Review Committee process

that includes the Provost, CFO, Advancement, Executive Deans, HR and Finance leadership teams.

Rationale: Multi-year grant management tasks are often complex and changing. Principal Investigators are responsible for evaluating on an ongoing basis whether a potential or current grant award will meet the fiduciary and relationship responsibilities required of George Fox. While PIs must design an accurate grant budget by expense codes, and include 10% indirect cost share or personnel compensation, an exception request provides a venue to present issues to ensure employees are responded to and have clarity on the rationale or restrictions impacting grant award requirements before the grant becomes George Fox's institutional responsibility.

Where to Go for Help? If you need training or have any questions about these grant compensation policies, please contact the Office of Advancement at *giving@georgefox.edu* to assist.

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