Faculty Grants
Hand

PREFACE

This manual is the result of an effort to bring together the policies and procedures relating to grant-supported faculty research at Bryn Mawr College. It is designed to assist faculty members and other members of the College community in their efforts to obtain funding support from government or private sources. We intend the manual to be a general guide for the writing, submitting, and administering of grants, as well as a statement of the College's policies and procedures related to grant and contract supported research.

It is the desire of the College and the Office of Sponsored Research to maximize the opportunities for sponsored research and to support faculty members in their efforts to serve the teaching, research, and community service interests of the College. For the Office of Sponsored Research to be most effective in its support, we ask that members of the faculty who initiate proposals follow the manual carefully in meeting the proposal guidelines of the funding organization.

We trust that this manual will be a useful tool and will give the reader insight into the aids available and the requirements of sponsored research administration.

Nona C. Smith, Ph.D.
Director of Sponsored Research

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I. INTRODUCTION

It is the responsibility of the administration to encourage scholarly inquiry by the faculty. The administration is committed to maintaining an environment that encourages intellectual creativity and inquiry in providing adequate support for faculty research. The College also encourages the participation of students, undergraduate and graduate, in sponsored research.

It is the responsibility of the faculty to pursue scholarly activities that will contribute to their discipline and make available to their colleagues and the public the results of such efforts and accomplishments. The research and scholarly activities of the faculty are expected to reflect and sustain the academic goals and missions of the college.

II. INFORMATION SOURCES

A number of College documents that might be helpful to principal investigators and the offices where they may be obtained are listed below:

A. Plan of Governance: Available from the Provost

reviewing and approving faculty research grants prior to obtaining the signature of the authorized college official.

C. COMMITTEE ON FACULTY AWARDS AND GRANTS

The College has a certain amount of funding available to award each year through a competitive process. Faculty receive proposal guidelines in the late fall and mid-

award reporting requirements are met.

H. CONTROLLER'S OFFICE

The Controll
of externally funded projects. In the pre-
responsibility for the periodic report on which indirect cost rate negotiations, with
the Departme
is responsible for the implementation of College, sponsor, or regulatory agency
policies as they pertain to the financial transactions of the College. In the post-
award phase, the Controll
project budget in the College accounting system and reviewing the financial
progress of the project; 2) processing all financial transactions, including
calculations of any allowable indirect costs and the collection of funds for
reimbursement-type grants; 3) preparing and submitting any interim and final
financial reports required by the granting agency; and 4) responsibility for the
annual federally-required Uniform Guidance audit (formerly A-133).

I. HUMAN RESOURCES

The Office of Human Resources is responsible for recruitment of new employees;
administration of College-provided benefit plans; acting in an advisory capacity in
compensation issues, employee relations, and staff development; administration of
the College's affirmative action plan; compliance with all applicable state, federal,
and local employment laws. All personnel paid for through a grant (except currently
enrolled students at Bryn Mawr College) must be processed through Financial Aid
and must follow the normal employment procedures of the College and be
processed through Human Resources.

J.

Investigator is responsible for remaining abiding by any and all rules or regulations attached to receipt of an award.

V. SOURCES OF RESEARCH SUPPORT

The Office of Sponsored Research provides assistance to faculty in obtaining support from internal and external sources and administering such awards. The Office of Sponsored Research offers the following services:

A. EXTERNAL SUPPORT

Electronic searches for potential funding in the faculty member's area of interest

Timely dissemination of funding information through an internal publication or personal contact

develop a preliminary draft of the proposal, including an estimated budget, to determine whether project completion is feasible within the scope of the time allowed and the dollars available from the source

contact the Office of Institutional Grants if a foundation is to be approached for funding to ensure that such an approach will not conflict with broader institutional efforts.

B. PROPOSAL FORMAT

Once the Principal Investigator is satisfied that the project is viable, a funding source is identified and guidelines obtained, the proposal should be written in accordance with the agency's requirements and budget items should be in accordance with the Office of Management and Budget Supercircular regulations.

C. PROPOSAL CONTENT

The Principal Investigator is responsible for the content of the proposal. The PI should read the program guidelines carefully to determine exact requirements. Requirements, such as number of pages, length of narrative, maximum budget allowed, etc. must be strictly adhered to. Generally, proposals follow the format detailed below:

1. **TITLE PAGE:** Many sponsors, particularly government sponsors, supply title page forms. For freeform proposals, the title page should include the following information:

    the name of the agency to which the proposal is being submitted

    the name of the College

    the title of the project

    the name of the principal investigator and departmental affiliation

    the proposed project period

    the name, address and telephone number of the Principal Investigator, with a space for signature

    the name, address and telephone number of the authorized institutional official, with a space for signature

    the date of submission

2. **ABSTRACT(Summary):** The technical abstract should be no more than 250 words and should state the significance of the project, how it will be accomplished, and the time span of the project. Some federal agencies have very specific requirements for what the abstract (summary) should contain and principal investigators are responsible for including those required elements.

3. **TABLE OF CONTENTS:** (Optional)

4. **INTRODUCTION:** The introduction should be a definitive statement of need that emphasizes the importance of the work. An introduction sets forth the focus of the project.

5. **DESCRIPTION OF PROJECT (NARRATIVE):** The narrative should include project objectives, methods and procedures, planned dissemination of findings, personnel support, and equipment and facilities available or needed. It should be a full and detailed technical description of the research to be undertaken, the need for such a project and its expected results, the methodology to be employed, and a description of the method of evaluation. It is important that the number of pages does not exceed the limitations set by the sponsor.

6. INSTITUTIONAL PROFILE: The site of the project should be described,

e. **Travel:** All travel attributable to the project should be itemized. Travel expenses should be sub-divided for domestic travel and foreign travel.

f. **Participant Support Costs:** These include stipends, travel, tuition, subsistence, and any other costs necessary for certain types of projects, such

peers, copy of a publication, graphs and diagrams, or any other documentation necessary to the proposal.

G. RESUMES

In most instances, funding agencies require or expect resumes to be attached. These should be current and in readable form. Even if a resume is not required, appending one to the proposal is a good idea unless attachments are specifically forbidden.

H. DEADLINES

Requests for proposals usually have set deadlines for submission. Although it is sometimes possible in the extreme instance to obtain permission to submit a day or two late, federal agencies generally frown on requests of this sort. Deadline information should be checked carefully; a missed deadline is a missed opportunity.

VII. PROPOSAL SUBMISSION

A. Submission Approvals: The pre-submission route for any proposal requiring an institutional signature is as follows:

the Department Chair must see and approve the draft proposal

the Office of Sponsored Research must have adequate time to review the proposal and suggest any modifications

the Director of Sponsored Research, the Provost or another institutional official must approve the proposal

B. Proposal Submittal Form: An internal form to summarize the information in the full proposal is available on the Office of Sponsored Research (grants) website and should be submitted to that office.

C. College Deadline: The Office of Sponsored Research requests that proposals be submitted for institutional signature at least one week prior to the funding agency's deadline.

D. Special Review: Any proposal that involves human or animal subjects must be reviewed by the appropriate campus committee. The Principal Investigator is

and meet the requirements of the Office of Management and Budget Supercircular, as well as the guidelines and the stipulations appearing in the award letter from the funder. All expenditures against a grant account must be made before the closing date of the grant. Requests for payment from a grant must be approved by the Director of Sponsored Research prior to submission to the Controller. No vendor, whose name appears on the

J. **Time and Effort Reports**: The Principal Investigator on any federal grant from which expenditures were made during the fiscal year must complete and submit an effort report to the Director of Sponsored Research. The form for effort reports can be found at https://www.brynmawr.edu/grants/policies-and-forms

XII. APPENDICES: Policies

[Patent Policy](#)

[Policy on a Drug-Free Workplace](#)

[Policy on Ethical Standards](#)

[Conflict of Interest Policy](#)

[Conflict of Interest Form](#)

[Cost Transfer Policy](#)

[Responsible Conduct In Research](#)

[Subrecipient Monitoring](#)

[U. S. Flag Carrier Requirement](#)

[Travel Policy](#)

[Course Buyout](#)