

Grant Handbook for College of Environment + Design University of Georgia

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Introduction:

The CED Grants Coordinator will assist with grant proposal preparation and submission as well as serve as a liaison between SPA and the College of Environmental Design in the pre-award process.

Proposal Procedures at CED/UGA:

ALL external funded documents are to be routed through CED's Grants Coordinator's office for review and submission.

The Grants Coordinator will serve as the financial contact for all things grant related (travel, payroll, reimbursements, etc.) and will be also be the liaison for anything post-award related. Each PI, with an active grant/contract, will receive a monthly financial statement by the 15th of each month.

Please let the coordinator know of any proposals you are working on by emailing a link or PDF of the "Request for Proposal". If there is no RFP, please just email a synopsis of the proposal with a deadline date. By keeping the Grants Coordinator in the know, it will help with assisting the PI with questions or issues that could possibly arise during the proposal process.

All proposals should be submitted to the CED's Grants Coordinator's office **14 business days** in advance of the submission deadline for review by SPA. This will allow for any revisions to be made (if needed) prior to submission to the funding agency. A complete proposal packet will include the following items: all required documents, components, etc. as specified by the funding agency, a budget worksheet, a budget justification and a statement of work. If there are to be Co-PIs or IDC splits with another department, this will need to be noted as well.

If a proposal requires cost share/matching funds, the PI and the Grants Coordinator will work together on the budget and discuss the guidelines, etc. before the submission. On the CED intranet, there are forms which will help with proposal preparation. Electronic forms which are available are as follows:

- Generic Budget Justification Template
- Fixed Price Agreement Form (for agreements under \$15K)
- SPA Proposal Checklist

Notification of Expenses:

PIs should notify the Grants Coordinator of any expenses related to grant, contracts, MOA/U, etc. This includes payroll, travel expenses/reimbursements, purchases, vendor reimbursements, etc. If a PI is aware a student will be paid from a sponsored project account or would like to change the paying account, please send the Excel sheet (found on the CED

Intranet) to the Grants Coordinator as soon as the information is known. Remember, if the student is a new employee, they must have applied and officially hired through UGAJobs before they can begin their employment at CED. The entire employment process may take up to 6 weeks (due to background investigations, etc.).

If a PI is to be reimbursed for any travel or expenses related to a sponsored project, the Grants Coordinator must be set up as a delegate for the PI. Otherwise, the expense statement, travel request, etc. will not be routed to the Grants Coordinator and the appropriate chart string will not be applied.

Project Payroll Certification:

PIs are now required to certify all payroll on their projects on an annual basis. This has replaced the monthly PAR system UGA had in place for many years (which employees certified themselves). SPA now wants the PIs to be responsible for this certification on their projects, and they should be keeping tabs on how everything is being handle with all aspects of their projects. SPA will send an email on the project’s anniversary each year to ask the PI to login and certify the payroll on that particular project.

General Information:

Indirect Cost Return:

IDC return will be entered as a 50/50 split (unless noted otherwise) in the grants portal at the time of submission. All other grants which were previously awarded, will be reconciled on a quarterly basis and each PI will see their portion of IDC returned to their account at that time.

Indirect Cost Rates/Facilities & Administration Cost Rates:

Facilities and Administrative Costs (F&A) are also referred to as Indirect Cost Rates (IDC). Sponsors use the terms interchangeably and so we refer to both here. The rates provided below apply to Modified Total Direct Costs (MTDC) which consist of all salaries and wages, fringe benefits, materials, supplies, services, travel and subawards up to the first \$25,000 of each subaward (regardless of the period covered by the subaward). MTDC excludes equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, participant support, scholarships, and fellowships as well as the portion of each subaward in excess of \$25,000.

	Federal	Non-Federal
Coop Ext All Locations	33%	38%
Instruction Off-Campus	26%	62%
Instruction On-Campus	54%	94%
Marine Extension Bruns/Skidaway	49%	55%

	Federal	Non-Federal
Marine Institute Sapelo Island	35.50%	42%
Pub Serv Agreements Off-Campus	26%	39%
Pub Serv Agreements On-Campus	35%	50%
Research Ag. Exp. Station	42%	53%
Research Off-Campus	26%	35%
Research On-Campus	51%	60%
Rsch Sav River Ecology Lab	35%	56%

Facilities and Administrative Rates Definitions and Conditions

Special remarks from DHHS Rate Agreement

Treatment of Fringe Benefits: Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

Treatment of Paid Absences: Vacation, holiday, sick leave pays and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the costs of these paid absences.

Off-Campus Definition: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project. The rates contained in this Agreement reflect the combined cost of the University of Georgia Research Foundation, Inc. and the University of Georgia, and will apply to grants and contracts awarded to the University. Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

IDC should be budgeted into all proposals unless the funding agency has some limitations on IDC. The limitations are typically listed the RFP, MOA, etc. If any further information or guidance is needed, please contact the Grants Coordinator.

Also, a reminder, if you have a benefits eligible employee who accrues leave each month, they will be paid for any unused vacation leave at the end of their employment. The vacation pay will be paid from funding source the employee paid from during their employment. If you have any benefits eligible employee, be mindful of this and remember if they leave UGA, your project, etc. will be responsible for paying out their vacation leave balance.

Fringe Benefit Rates:

Fringe benefits are charged to the grant, contract, MOA, etc. at the actual rate effective at the time the salary is paid. These rates may vary from the estimates used in the proposal. The table below show the rates that should be used when writing proposals. Fringe benefits include Health and Life Insurance, FICA and Retirement. Also, this information can be found on the “Frequently Used Information” page of the SPA website, <http://spa.uga.edu>.

The fringe benefit rates listed below are average estimates for budgeting purposes only. Unlike some institutions, UGA does not use negotiated, fixed (composite) fringe benefit rates when seeking reimbursement on sponsored projects. Rather, employee fringe benefit rates are charged to sponsored projects based upon the actual costs of the elected benefits in effect at the time salary is paid. Actual costs will vary based on individual elections for insurance and retirement benefits. Please consider this when developing proposal budgets, and budget more conservatively when conditions warrant for specific employees. Estimated fringe benefit rates are adjusted annually and include FICA, Retirement, Life Insurance and Health Insurance.

Individuals Subject to Teachers Retirement or Optional Retirement	Percent
Annual Salaries (above \$75,000)	35.00
Annual Salaries (between \$50,000 and \$74,999)	38.00
Annual Salaries (between \$35,000 and \$49,999)	46.00
Annual Salaries (below \$35,000)	50.00
Summer Salary Regardless of Amount	22.00
Exceptions:	
Postdoctoral scholars regardless of salary amount	33%*
Summer salaries regardless of salary amount	23%
Individuals Not Subject to Teachers Retirement or Optional Retirement	Percent
Regardless of salary amount	13.00
Graduate Assistantships, Training Grant Recipients, and Fellowships (To be applied for Graduate Students eligible to receive Graduate Health Insurance through the University)	5.00**

Individuals Not Subject to Teachers Retirement or Optional Retirement

Percent

Students and Graduate Students (not eligible for University Graduate Health Insurance)

None

Pay rates effective for the current fiscal year. Employee's share of the cost cannot be paid or reimbursed by the University.

*Rate assumes individuals participate in the Optional Retirement Plan (ORP).

**Rate applies to employer share of Health Insurance Cost only. Rate is to be applied against the 1/3 assistantship amount, which is based on 33% of the Graduate Assistant Pay rates effective for the current fiscal year. Employee's share of the cost cannot be paid or reimbursed by the University.

College of Environment + Design Proposal Submission Process:

Principal Investigator Responsibilities:

- Contact Grants Coordinator when they have found a potential funding opportunity
- Email Grants Coordinator the RFP or other information regarding the proposal so he/she can review the information for details on the budget, deadline for submission, specific guidelines (length of proposal, etc.), IDC rates (if applicable) and any other information that is pertinent to proposal submission
- PI is responsible for writing their scope of work, project/research summary/proposal, statement of work, budget justification, etc. The PI should email this info to the Grants Coordinator for submission into grants portal.
- PI will email the Grants Coordinator all of the other supporting documentation needed to be uploaded to the portal (letters of reference, images/drawings/maps, etc.)
- PI must send ALL proposal documents to Grants Coordinator **14 days before the actual proposal deadline**; this is SPA's deadline. SPA has this deadline for a reason, and it is to avoid any delays with submission to the sponsor, if there are any problems with the proposal, the PI and the Grants Coordinator will have time to correct/adjust the proposal, etc.
- It is important to inform the Grants Coordinator of any collaboration with another department on campus. SPA does not have a mechanism (yet) to alert CED if one of our PIs are collaborators/Co-PIs on any grant. There will be a delay in the use of the funds, and a possibility a PI could lose their funds from other departments (ex. grant/project/contract ended and PI didn't spend their funds) if the CED Grants Coordinator is uninformed.

Grants Coordinator Responsibilities:

- The Grants Coordinator will review the RFP or other documentation received from the PI regarding the proposal they are going to submit. He/she will review the document

for budget information, submission deadlines, proposal guidelines (length of proposal, type of forms, etc.), IDC rates, etc.

- The Grants Coordinator typically prepares the budget with the assistance of the PI (amounts for payroll, operating expenses, etc.). Adjustments may need to be made when the project/grant/contract, etc. is awarded due to the agency awarding a different dollar amount than requested.
- Grants Coordinator will receive an email from PI of all the other supporting documentation needed to be uploaded to the portal, this includes the proposal, any maps/graphs/tables, papers, etc.
- Once the Grants Coordinator receives all the required documentation, he/she will log into the grants portal and begin to complete the transmittal information and upload all of the documents need for the award (scope of work, proposal, budget, budget justification, etc.).
- It is important to let the Grants Coordinator know at the time of submission if there will be any Co-PIs, etc. on the proposal. This is important for academic credit, IDC, etc.

Sponsored Projects Administration Responsibilities:

- SPA will review all of the proposal docs and transmittal form once it is submitted by the Grants Coordinator. If there are any questions, SPA will contact the Grants Coordinator and the PI.
- SPA will submit the proposal to the agency once everything has been certified. The grants portal will generate an email to the PI and Grants Coordinator to inform them the proposal has been submitted.
- SPA is the only authorized agent to submit proposals on campus. We (CED) cannot submit proposals on behalf of UGA/UGARF. If CED were to submit any proposal, it could be deemed invalid by SPA and/or the agency.
- Once the grant has been awarded, the portal will generate another email to inform the PI and the Grants Coordinator. If the CED faculty is a co-PI in another department, the Grants Coordinator **will not be notified**.

Funding Opportunities:

- If a PI is in search for funding opportunities, the Grants Coordinator can assist with the search. UGA has a subscription to "Pivot" (the Grants Coordinator is subscribed) which searches for various funding via keyword search.
- There are also internal funds PI may be eligible for within UGA. The Grants Coordinator will also assist (if requested) in the search process.

College of Environment + Design Sponsored Projects Check Refund Process: Principal Investigator Responsibilities:

- Contact Grants Coordinator when PI receives a refund check on their grant, contract, MOA/U
- If the refund in question is not to be a check, the agency, company, etc. will need to contact the Grants Coordinator directly. The Grants Coordinator will discuss the refund options with the agency, company, etc.
- PI will also need to discuss with Grants Coordinator the purpose of the refund. PI will need to communicate if the refund is for (reimbursement for conference registration due to being a speaker, canceled travel, refund for supplies, etc.) and which of their project is to be reimbursed.
- The check will need to be delivered to Grants Coordinator for deposit.

Grants Coordinator Responsibilities:

- The Grants Coordinator will need to verify the refund against the expense for the grant, contract, MOA/U, etc. in question
- The Grants Coordinator will submit a request to CED's Chief Business Officer to set up a deposit account code for the project. This will allow the refund check to be deposited using UGA's TouchNet system.
- Once the Grants Coordinator is notified of the new deposit account code, they will prepare the appropriate documentation for the deposit of funds.
- The deposit should post to the project in 5-7 business days after it is accepted by the Bursar's Office.

Graduate Tuition Return Incentive Program (GTRIP):

On July 1, 2022, the Graduate School will transition from the Voluntary Tuition Incentive Program (VIP) to the Graduate Tuition Return Incentive Program (GTRIP). This transition will now allow thesis-based master's students to be included in the program. In addition, will be all be more flexibility on how returned funds may be used by the unit.

The following are some key points of new program:

- The rate of GTRIP funding returned to the unit is 1.5 x tuition budgeted on the grant. This will be returned as state funds. Units will be able to choose whether to receive the funding in the fiscal year of the tuition expenditure or at the beginning of the following fiscal year. However, GTRIP funds CAN NOT be split over fiscal years.
- 75% of the returned GTRIP funds must be used for grad assistants (will include tuition wavier, grad health insurance, etc.). Up to 25% of the returned GTRIP funds may be used for graduate student support (travel to conferences, research, training, software, etc.). The funds may not be used for mandatory student fees or health insurance premiums.
- There is no cap on the total number of assistantships eligible for GTRIP.
- Principal investigators who include Graduate Research Assistants in the grant budgets are expected to include full-time, in-state tuition for GRAs in the direct costs. If this is not included, then they will not be eligible for GTRIP funding.

- Beginning 07/01/2022 in the grants portal, there will be a question regarding graduate students. The question will be if there are any grad students being paid from the proposed grant, and if yes, is tuition included in the budget? As of now, no explanation is necessary if the answer is no, but on 07/01/2024 PIs will have to explain why PIs aren't including tuition in the budget.
- In certain situations, GTRIP can be used as cost share, if needed for grants.
- The start date for the GTRIP 07/01/2022, PIs can't go back and adjust any proposals submitted, grants already awarded, etc.
- Reminder: PIs should want to include tuition on their grants (this is the purpose of the program). The PI will receive 1.5x tuition back to pay for another graduate student (that is the incentive).

More information can be found here: <https://grad.uga.edu/index.php/faculty-and-staff/assistantship-funding-programs/graduate-tuition-return-incentive-program/>