

POLICIES & PROCEDURES
Fairmont State University Board of Governors
POLICY NO. 20

TITLE: REGULATIONS REGARDING GRANTS, SERVICE, AND CONTRACTS

Federal and other grants are sought to augment and enhance the service and educational program of the University and to support faculty research. The purposes of the grants and contracts must be compatible with the overall objectives of Fairmont State University and must not obligate either beyond their capacity to conform to their terms. It is the responsibility of each individual or university unit seeking a grant to prepare the appropriate proposal and/or application materials.

The Vice President for Research and Graduate Studies is responsible for the general coordination of grant programs. The Vice President will prepare and assist in preparing grant proposals, reviewing proposals to determine whether or not they are in the best interest of the university, and approving them for submission to funding agencies.

INDIRECT COST:

A minimum 10% (or the negotiated rate) of direct costs will be charged as indirect cost against each grant, unless specifically prohibited by the issuing agency. Indirect costs cover the institutional expenses of providing support for grant management and include but are not limited to: budget grant administration, accounting and audit requirements, accounts set-up and administration, budget monitoring, facilities, security, maintenance, grant reports and accountability oversight, general grant development and assistance, etc. One-half of the net indirect cost allocation will be identified for use by the grantee's school/college in the area of program and/or classroom improvement. The grantee shall consult with the school chair/Dean regarding how this allocation can best meet program and school/college needs. Where allowed, a portion of the indirect cost may be used for required match with approval of the Vice President. The Vice President for Research and Graduate Studies will assist in preparing grant proposal budgets, including indirect cost figures as identified.

SALARY ALLOCATION FOR A GRANT OR CONTRACT AWARD:

Faculty member, manager, staff member, or grant participant who is a full-time employee of the University may be compensated for certain grant-related services or activities, provided they are offered beyond the regular duty and work hours of their full time position, and provided that the designated salary complies with the Grants Salary Allocation formula. It is the policy of Fairmont State University that salaries paid to faculty researchers/grantees engaged in externally funded research or grant implementation should be competitive with salaries paid to their peers. In cases where the external funding sources allow, there shall be two types of base salaries: 1) an academic salary base for standard teaching through appropriated state funding; and 2) a research salary base for research and/or grant implementation as funded through external sources. For example if a person was teaching 50% and doing grant activity 50%, their salary would be $.5 * (\text{Fairmont State Salary}) + .5 * (\text{CUPA salary})$ per month.

For the purposes of this policy, a competitive research/grant salary base is defined as 100% of the CUPA average academic salary base for the faculty member based on faculty rank, or 10% of the faculty member's academic year salary, whichever is higher. For summer research/grant assignments, the CUPA salary or the equivalent of 1/9th/year (per month), whichever is higher, applies. The research salary base pay will be determined and approved accordingly by the Provost/Vice President for Academic Affairs, using the most current CUPA salary data, submitted then to the Vice President for Research and Graduate Studies for inclusion in a grant application or in establishing a grant/contract budget. All academic faculty members may use this research salary rate when applying for grants and contracts from Federal, State, private or Corporate sponsors.

Faculty may be hired into positions supported through external sources at a rate higher than an appropriated base would support. For individuals returning to state-appropriated positions, the salary base will be no less than that of the last state-appropriated position, plus the compensation increases actually awarded to the faculty members since the individual last held a state-appropriated position (reflecting percentage increases for normal increases and permanent market adjustments, and fixed dollar amounts for merits and promotions).

Those members of the faculty who already have an established individual state-appropriated base salary may be hired into externally funded positions at a base higher than their state-appropriated base, but will relinquish that higher base upon conclusion of the grant or contract activity, as outlined above.

Funding agency salary rules always prevail. For non-faculty, the salary from any combination of grants may not exceed 10% of the individual's base full-time annual salary. Exceptions are possible with the written authorization from the grant funding authority.

CUPA SALARY EXAMPLE:

What this means is that a faculty member will receive the pro-rated portion of his/her research/grants salary up to 100% based on CUPA data which in most cases, will be higher than 10% as previously proposed.

	CUPA AVERAGE SALARIES	
	PROFESSOR	ASSOC PROFESSOR
BIOLOGY GENERAL		
CB (<i>Collective Bargaining</i>)	\$76,044	\$57,808
NCB (<i>Not Collective Bargained</i>)	\$68,717	\$52,212
ALL	\$71,703	\$54,023

	CUPA AVERAGE SALARIES	
	PROFESSOR	ASSOC PROFESSOR
CELL & MOLECULAR BIOLOGY		
CB (<i>Collective Bargaining</i>)	\$93,684	\$66,398
NCB (<i>Not Collective Bargained</i>)	\$68,717	\$58,660
ALL	\$84,916	\$60,427

	CUPA AVERAGE SALARIES	
	PROFESSOR	ASSOC PROFESSOR
CHEMISTRY		
CB (<i>Collective Bargaining</i>)	\$79,271	\$57,991
NCB (<i>Not Collective Bargained</i>)	\$77,077	\$53,286

PROGRAM/EVENT APPROVAL:

Grants which include the provision of new academic programs, support services, construction, building modifications, acquisition of major equipment, and the like must be approved by the appropriate academic, support service, and/or administrative vice president/s before the grant application may be approved for submittal. Failure to obtain prior authorization for the creation of new academic, support service, or administrative programs and/or activities through grant funding, will result in the denial of approval of the grant.

CONFLICT OF INTEREST:

Individuals for the grant management and implementation may not directly contract for services, make purchases, or award sub-contracts to vendors without adhering to institutional purchasing policies, specifically applicable to conflict of interest purchasing policies. Grant managers may be required to complete Conflict of Interest Statement forms as needed to meet local, state, or and/or federal regulations.

PRELIMINARY APPROVAL:

A preliminary approval request must be made in advance of submitting a grant proposal (Appendix A). The purpose of the preliminary approval is to determine a grant's compatibility with institutional priorities and to evaluate the need for matching funds, overhead costs and other institutional commitments in order to assess costs versus benefits of the grant.

Persons developing grant proposals must consult with the Vice President for Research and Graduate Studies regarding the advisability of the project and for the preparation of a grant budget. Grant budgets must be completed at least two weeks before the deadline for submission. Preferred submittal for final institutional authorization signatures is 5 days in advance of the deadline but no later than 24 hours if all previous authorizations have been received. The grant must receive institutional approval from the immediate supervisor of the grant writer and the Provost/Vice President for Academic Affairs. The budget must be approved by the Vice President for Research and Graduate Studies before final submittal. The Grant Approval Check List form (Appendix B), available on the web and in the Office of Research and Graduate Studies, must be completed and returned to the Vice President for Research and Graduate Studies with the submission of each grant proposal.

Upon receipt of notification of funding to be received through the grant (A Grant Award Document), the Project Director of the Grant must immediately notify the Vice President for Research and Graduate Studies, who will then notify the Accountant-Senior in the Business Office, and provide the following information: (a) the purpose of the grant, (b) the object codes and values to be budgeted, (c) the beginning date of the grant, and (d) the ending date of the grant.