



Managing Sponsored Programs

Background

- Started at the Sisseton Wahpeton College (SWC) in 1995
 - Tribal College located in N.E. South Dakota
 - Serves the Sisseton Wahpeton Oyate (Dakota) of the Lake Traverse Reservation
 - Rural two-year institution with an average enrollment of 200 to 250 students
- Small dedicate staff often wearing multiple hats
 - Payroll, Budget & Planning, Institutional Research, Instructor, IT

- 1997: began working with Federal Grants as a proposal writer and as a PI/PD (Principal Investigator/Project Director)
 - National Science Foundation (NSF)
 - Department of Education
 - Department of Defense (DoD)
 - USDA-NIFA and Rural Communities
 - Limited Experience with NIH, NASA, and private
- 2007-08: Sponsored Programs Officer (SPO)
 - Grant Management workshops for NSF
 - www.NativeScienceReport.Org

Focus of Discussions

- Competitive or Project-Based Grant Programs
- Issues related to Sponsored Programs, particular to Small Institutions
- Roles & Responsibilities of Key Players

Knowing Where You Are Going

- Different Institutions – Different Goals & Priorities
- What are the Driving Motivations?
 - Balancing Fundability with Institutional/Departmental Needs and Mission
 - Drifting off Goal (or Following the Money)
 - PI, Grant Writers, & others may have vested interests in securing additional funds
 - Presidents must ensure that projects ultimately align with the mission and move the college forward
 - Question your Sponsored Programs, Budget, and Planning Officers
 - Question the PIs and the Leaders of the Department

Trust & Oversight

Roles & Responsibilities

PI: administration of project, managing resources, ensuring project objectives are being met

- Primary Responsibility for Financial and Personnel
 - Time & Effort Reports
- Narrative Reports
 - Why you need to be careful of being a Co-PI
- What are Allocable and Allowable Activities/Expenses within the project

Sponsored Programs: oversight of PIs and Projects

- Completion of Reports and Budgets
 - OMB Rules and Regulation
 - **Unallowable** Expenses
 - Institutional Policies & Procedures governing sponsored programs
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- PIs and Sponsored Programs Officers should be experts in their areas
 - Trust them
 - Question them

President, and other executives

- responsibility for ensuring institutional policies & procedures are being followed
- Alignment with institutional practices
 - Setting Salaries and other forms of compensation
 - If the College's policy or procedure is stricter than the OMB or Terms of Award ***then those govern***
 - Definition of Equipment
 - Travel – particularly mileage rates (GSA vs. State rates)

Unallowable Costs

- Entertainment Costs & Alcoholic Beverages
- Memberships In Civic or Community Organizations
- Alumni Functions, Fund Raising, Lobbying
- Memorabilia or Promotional Materials
- Student Recruitment
- Penalties, Fines, and most Legal Fees
- First Class Travel /Non-Flag Carriers

Purpose and phrasing can be vital as the boundaries between Allowable and Unallowable is not always clear

- Dissemination v. Promotion/Recruitment for example
- Meals that are integral to the Workshop/Event

Program Income

Federal regulations in 2 CFR 200.307 define program income as **"gross income earned by a recipient that is directly generated by a sponsored activity or earned as a result of the award."**

- Sale of items purchased or acquired through project
- Registration Income for Conferences or Workshops
- Consulting Fees
- Usage Fees for the use of computing or laboratory equipment
- Funds generated from the sale of software, tapes, or publications



Questions
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