Slippery Rock University

Office of Grants, Research and Sponsored Programs

I Received an Internal Grant…Now What?!

TABLE OF CONTENTS

I. Congratulations!!!!

Congratulations on being awarded an internal grant!!! After the initial excitement of the award notification, (and office happy dances are complete) your next thought might be, “What now?”

So how do you make sure that you are in compliance and doing everything the correct way to not only make sure that you keep the funding to pay for the things that you need to do, but also to ensure that you develop a strong program that will be funded again? What you do after you are awarded a grant is incredibly important. The planning and organization you do right away is the difference between an easy grant management process vs. one that is stressful and chaotic. Effective grant management processes include the achievement of goals, efficient budgeting, timely reporting and positive communication with the Grants Office. This document is to help you organize and plan for the life of your funded grant and how-to’s once you are funded!

II. Staying in Good Standing

- Record report dates on your calendar and make sure you don’t lose track of them! Missing a deadline can severely damage your record with internal funding and also becoming ineligible for future internal grant programs.
- Take the time to re-review the Request for Proposals and award notification in detail. Don’t take guidelines for granted, read them carefully and then read them again!!! Requirements for your grant are in the Request for Proposals and award notifications that will come via email. If you are following a grant’s specifications closely, you should have a strong understanding of what’s expected of you, especially if there are periodic milestones you need to hit throughout a grant’s duration. Further, you will be in a better position to address unexpected events that may arise that could adjust or delay the deliverable timeline schedule. Sometimes that is unavoidable, and should it happen, communicate with the Grants Office.
- Make a point to read and file every grant-related correspondence so you can refer to it when needed. If you cannot find the information you need, create a list of specific questions you need the Grants Office to address via phone or email.
- Manage issues proactively. Even the best developed project plans can be significantly altered due to leadership or staff turnover, and variations during implementation, among many other factors. Communicate with the Grants Office to address any changes that impacts how you will spend the grant funding prior to implementing those changes. You will also need to contact the Grants Office if a student that was named on the grant has left the project and you need to rename a student to their place.
- Approach internal grants as you would external grants.

III. Award Notification and Accessing your Funds

Funding notifications will come to you, via email, from the Grants Office.

- When you are notified of being awarded, you will receive a Notice of Award document. This document will need to be signed showing that you have reviewed the terms and conditions of the funding and agree to them and then send the signed form back to the Grants Office.
- If your research involves human participants, you will need to submit a protocol to the IRB for review and approval. If your research involves animals, you will need to submit a protocol to the IACUC for review and approval. Projects involving hazardous materials must be approved by the Office of Environmental Health and Safety. Approvals do not have to be obtained prior to the submission of the protocol; however, funds will not be released until approval from the appropriate committee has been obtained. When you receive the approval letter from the appropriate committee, please email the letter(s) to the Grants Office Director, Casey Hyatt, via email.
- When the above documents are received by the Grants Office, paperwork will be sent to Grants Accounting to establish a cost center number specifically for your project. All supplies, wages, travel, etc., will be charged to this specific account.
- Grants Accounting will then send you an email with your cost center number to use for grant-related expenses.
- When making purchases for your grant in Ariba SourcePoint please make sure to use the cost center number received for your grant from accounting. If your grant information includes a Funds Reservation be sure to enter that information in order for your purchase to be approved. In addition, please ensure that purchases are made using the accounts outlined in your budget submission.
- If you need to be reimbursed for any expenses please use the Direct Payment Form that can be found on the SRU website (https://www.sru.edu/offices/accounting-services/accounts-payable). All of the usual signatures must be obtained before sending your form to accounting for final approval before Accounts Payable processes your request.
- Please note that internal grant expenses must comply with Public Funds Policy. For example, if you are purchasing gift cards they cannot exceed $25 each. You can access the Public Funds Policy on the SRU website at https://www.sru.edu/offices/accounting-services/accounts-payable.

IV. Hiring Student Workers

If a student has already been selected to work on a grant project, you do not need to post the job on handshake.

If a student has not been selected and you need to search for a student to work on your grant project, you must:

1.) Create position in Handshake. You will need a Handshake account, or ask your clerical person to post the job.

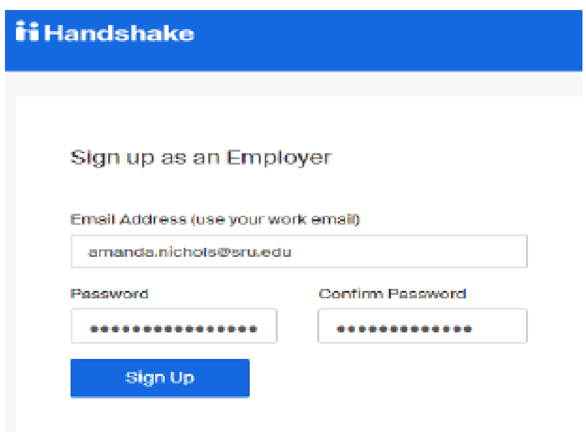
   a. Instructions on how to create an employer account

1

1.) https://app.joinhandshake.com/employer_registrations/new

2.) Complete the sign up information using your SRU email & create a 12-character password

3.) Click "Sign up"



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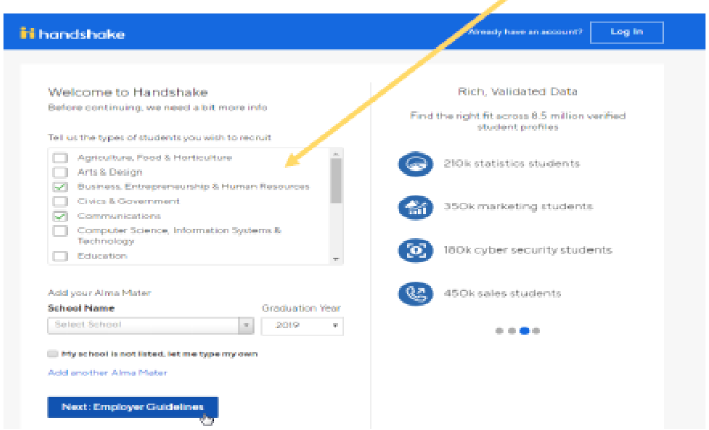
4.) Add your Work Title and Work Phone Number

5.) Select fields that closely represent the area you work in

6.) Click "Next: Employer Guidelines"



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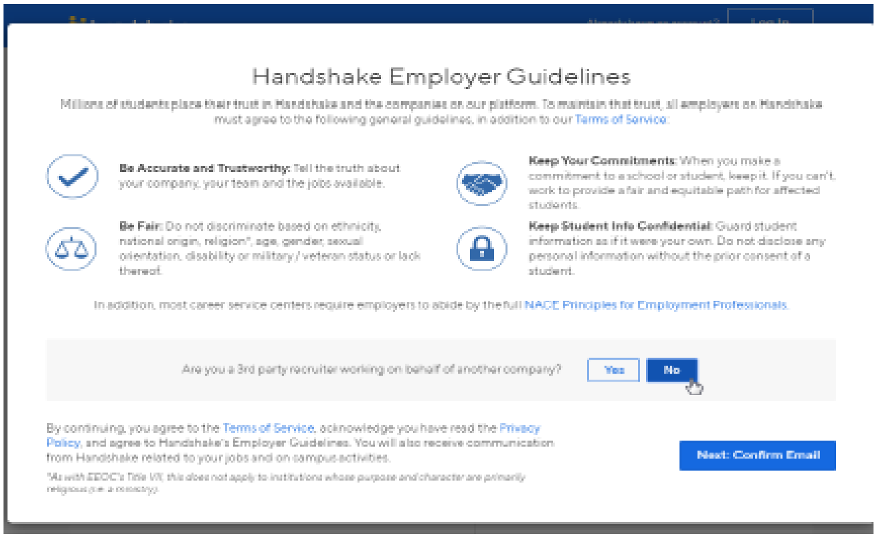
6.) Choose "No" for "Are you a 3rd party recruiter working on behalf of another company?

7.) Click "Next: Confirm Email"



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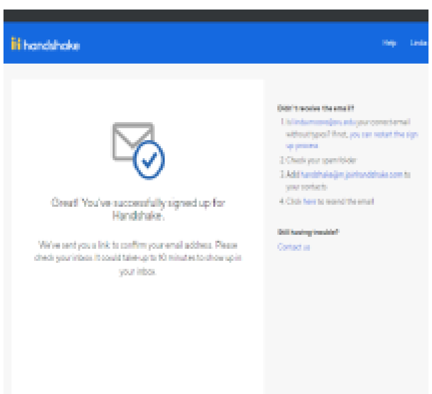
8.) Sign into your email to confirm Handshake account



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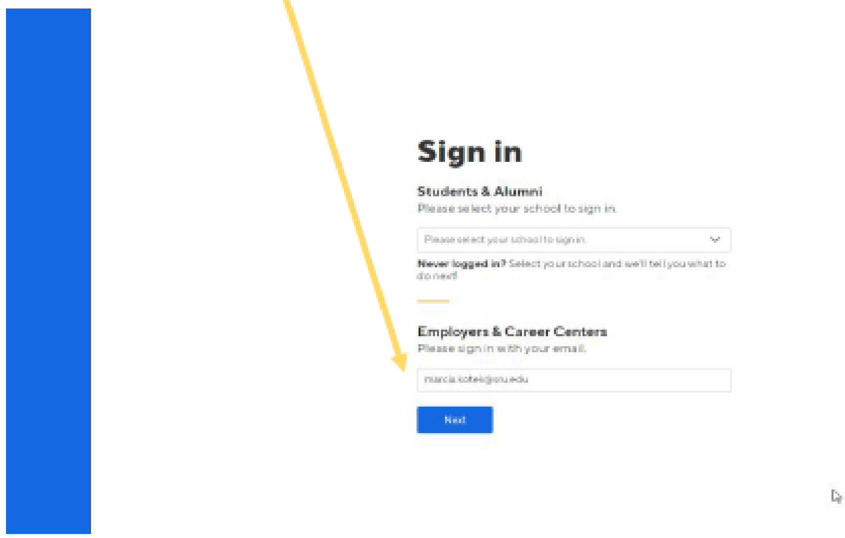
9.) After confirmation, you will be directed to the screen below

10.) Enter your SRU email under "Employers & Career Centers" and click "Next"



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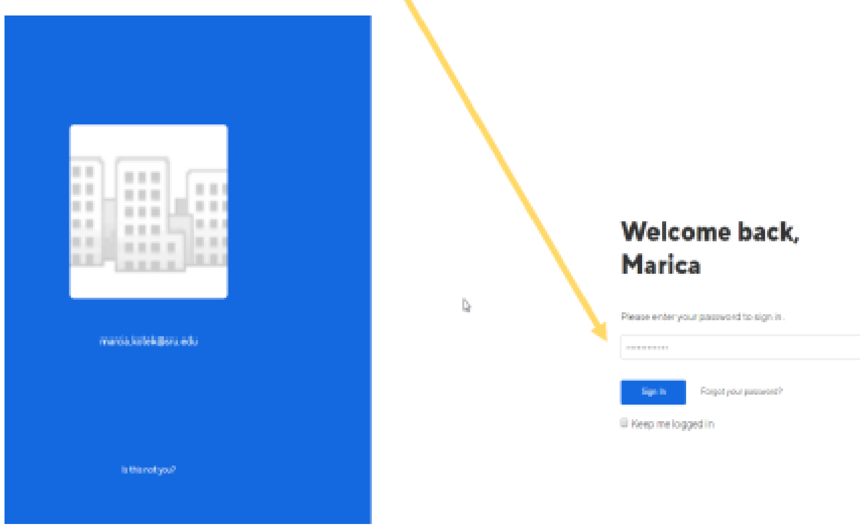
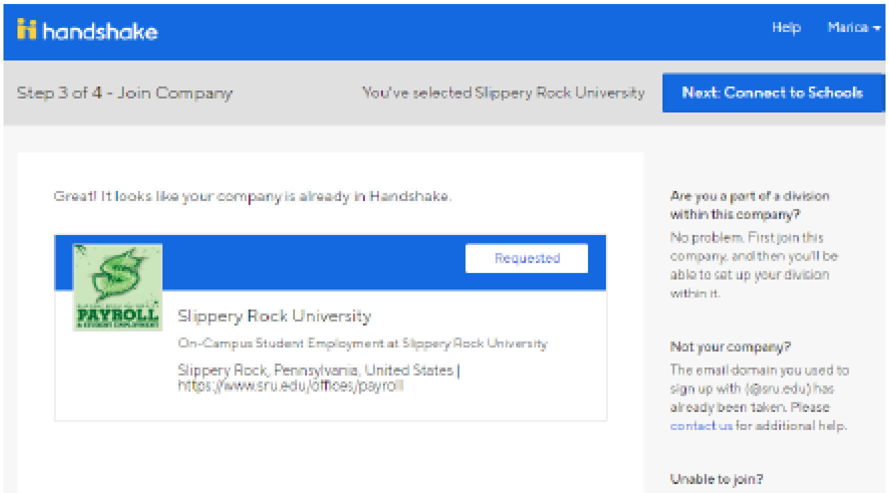
11.) Enter the password you created, Click "Sign In"



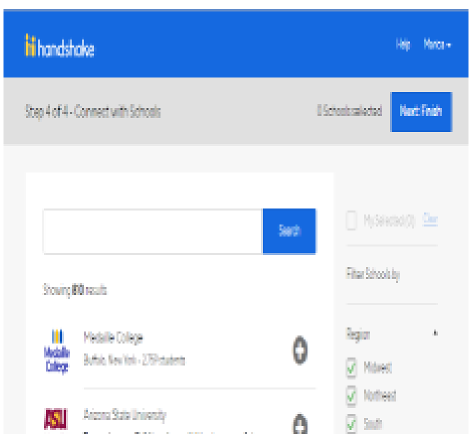
7

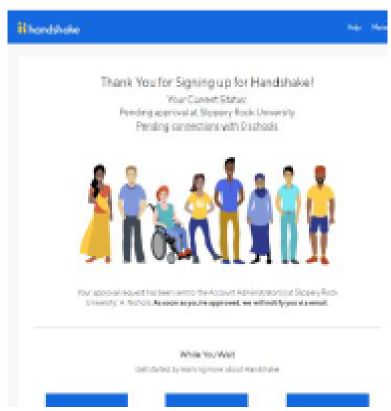
12.) **Request** "Slippery Rock University"
13.) **Click** "Next: Connect to Schools"



8

14.) **Click "Next: Finish"** __**do not**__ connect to any schools; you will already be connected to SRU
15.) An email confirmation will be received when your account is approved; **accounts will be approved at 10am and 3pm M-F**





2.) Once the student is hired, you will need to follow the "How to hire a student" instructions:

STUDENT HIRING PROCESS for Faculty and Staff

NEW HIRES ARE NOW BY APPOINTMENT IN PERSON

Student Payroll forms and information: http://www.sru.edu/offices/payroll/student-employees

1. **Post your position in Handshake**, select your new student employee then follow the Payroll hiring instructions below.

2. **Check eTime to see if the student already worked in your department**:
   a. logon to eTime,
   b. click your department
   c. choose "Timesheets" tab
   d. check the dropdown list of student employees. If the student is listed there, no additional forms are necessary.

3. **Check eTime to see if the student already works on campus but not in your department:**
   a. Logon to eTime
   b. click on your department
   c. choose the "Reports" tab
   d. choose "Active Students" report. This search works by last name only.
   If the student is listed, fax 4463 or email payroll@sru.edu an "Add Active Student Worker" Form, we will add the student to your department.

4. **If the student's name is not in eTime: (New Hire/No eTime Account)**
   a. The supervisor emails a New Hire Form to payroll@sru.edu or fax to 4463
   Do not send the student to Payroll, we will email the student the New Hire packet.

   b. Once we receive the new hire form, we will confirm the student applied thru Handshake.
   Payroll will then email the new student employee the following:
   Instructions, the Payroll Packet, the clearance application information, and a **link to make an appointment**. At the appointment we will collect the completed packet, check ID, and take fingerprints.

   c. When the student completes this process, Payroll will email to let you know the student is now eligible to work.

BEFORE WORK BEGINS ALL NEW STUDENT EMLOYEES MUST COMPLETE THE HIRING PROCESS OUTLINED IN STEP 4.

STUDENT HIRING PROCESS (continued)

Student Payroll forms and information: http://www.sru.edu/offices/payroll/student-employees

eTimekeeper DEADLINES:

- Approve student hours by noon the Monday following payday
- Students must enter hours by midnight on payday
- Students can sign hours by noon the Monday following payday

Approve hours at any time; they do not need to be signed to be approved.

Unapproved and/or unsigned hours DO NOT PAY. The deadline for approving is critical for this process. Deadline for approval is noon the Monday following payday.

Virtual Departments: If you have a large list of students the Primary Timekeeper can create "Virtual Departments" to create smaller lists of students for secondary Timekeepers.

Primary timekeepers can add secondary timekeepers on the "TimeKeepers" tab if the staff person already has the correct roles. If you need to add a new staff or faculty employee please contact payroll@sru.edu.

To assist your students, this is a partial list of required ID options, a complete list is in the Payroll Packet. The items in list A and C prove citizenship.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Choose 1 Item from List A **OR** Choose 1 Item from List B AND 1 Item from List C

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:				

V. Technology and Software Purchased From Internal Grant Funds

The IATS Office must be consulted if requesting any type of software for compatibility, and to ensure the software (or similar) is not already available. A quote issued by IATS should have been attached to the proposal for any requests for software or hardware.

VI. Extension Requests

If you find that you will not be finished with your research or the spending of your funds, make sure to complete the Internal No-Cost Extension Form, found on the Grants Office webpage, at least 30 days in advance to the stated project end date on the grant proposal. You will be required to describe the results of the activities (listed in your original grant application) that have not been achieved in the expected timeframe; how any activities or the desired results changed or if you just need more time to achieve the original results; what your plans are to complete the activities and achieve the results; what the timeframe is in which you plan to complete the activities or achieve the results; and how much of the original grant funds have not been spent.

VII. End of Project

Within thirty days of the stated project end date, a final report must be submitted by the faculty member. If a student(s) worked on the project (must be named in grant proposal), they must complete a student researcher final report. The Grants Office will send email reminders pertaining to the end of your project, with the final report forms attached, at least thirty days prior to the stated project end date.

You must track your expenses on the grant and report the funds that were spent, in each category. That will then be reconciled with Grants Accounting. If the budget does not match what is stated in the system, you will be contacted in order to reconcile.

SRU Symposium

Most of our internal grants require a submission of an abstract to present the project at the SRU Symposium for Student Research, Scholarship and Creative Achievement.

VIII. Why Internal Funding is Important

Internal funding offers the stepping-stones that are needed to get projects going and build momentum. These kind of grants are invaluable. Make the absolute most of internal funding and the opportunities it can afford you, and plan to apply for external funds regularly. This kind of funding offers a chance to pilot your project to gain the knowledge needed for a larger scale project prior to apply to an external sponsor. Being able to conduct a pilot project means several important things: testing out hypotheses and critical frameworks, and giving insight into the feasibility and scope of certain kinds of work. All of these elements lead to stronger external proposals. So again, CONGRATULATIONS!!!!!!