

Policy for Requests for Grant Matching Funds

Dean's Office – College of Liberal Arts and Sciences

The College of Liberal Arts and Sciences wishes to encourage the submission of proposals for external funding to government agencies and private foundations. To incentivize proposal submission, the College is often willing to provide supplemental support for external funding.

The most common support provided by the College is a teaching load reduction, to provide time for the researcher to complete the conditions of the grant. A teaching load reduction is an example of "in-kind" supplemental support, which does not require the direct expenditure of funds by the College. Other examples of in-kind support would include faculty start-up funds or Departmental travel funds.

Matching funds can be requested for two reasons. First, some funding agencies require the commitment of matching funds by the University as a condition of funding. In many cases, in-kind support can be used to provide the matching funds, but additional funds are often needed. Second, requests to supplement external funding can be made to (a) support research related expenses not allowed by the funding agency, (b) support undergraduate or graduate student research expenses, or (c) provide support for laboratory equipment and/or instrumentation that will be used both by funded and non-funded researchers.

Grant matching funds are usually funded through the College's Indirect Grant Fund returns, where a portion of indirect cost dollars are credited to the College and are maintained in a dedicated account. The current return to the College is 50% of the indirect cost dollars collected by the University. Indirect cost dollars are also returned to the researcher (10%) and his/her academic department (15%). The major expenditure paid by the College indirect cost return fund is a general service contract for laboratory instrumentation in the sciences, which costs the College over \$120,000 per year. The fund is also used to pay for capital expenses not covered by facilities, such as maintenance and repair of laboratory distilled water services.

To insure that sufficient funds are available within our Indirect Cost Returns to meet current and future initiatives, the College will use the following guidelines when considering requests for matching funds.

For all grants

- **Grant matching funds must be negotiated before grants are sent to ORA for submission.** All matching funds must be clearly indicated on the Internal Proposal Form and approved by all parties before signature.
- All requests for matching funds must be accompanied by a written justification for the request. The justification should include the item or service requested, its cost, timeline for disbursement, and an explanation why the item or service could not be requested as a direct cost in the grant budget.
- The College may be able to provide a one course reduction per year in teaching load for faculty who are awarded substantial funding, provided that the total teaching load does not fall below 2/2. Requests for teaching load reductions associate with grants 1) must be made in writing prior to grant submission, and 2) must be reflected on the Cayuse record, either in the budget or specific in an attachment to the Cayuse record.
- Calculations on the cost of released time (either as a direct cost on a grant or in calculating the value of a load reduction as matching funds) should be based upon a 24 contact hour per year

teaching load. That is, if time is requested to release the faculty member from teaching a three contact hour course, the cost of this released time is 3/24 of the faculty member's nine month salary.

- When funding agencies allow for released time from teaching responsibilities to be included as a direct cost, we will follow the *Policy on Released Time in External Grants and Contracts* policy on file in the Provost's office.
- The teaching load for faculty members in the College should never fall below two courses per semester, except in truly extraordinary circumstances.
- The Office of Research Administration will provide tuition remission for any graduate student fully supported on grant funds, as long as the grant has full indirect costs associated with it. The tuition remission policy can be found at:
<http://www1.villanova.edu/villanova/provost/ora/awards/tuition-awards-on-sponsored-projects.html>

For grants that provide indirect cost (IDC) returns

- The College will entertain requests for supplemental financial support for grants, paid for out of IDC cost returns to the College, to meet research needs that are beyond the budget limitations of the proposal or for items/services not allowed by the funding agency.
- As a rule, College matching funds will not exceed 50% of the IDC contributions received by the College.
- If a proposal with agreed matching funds is awarded but requires a modified budget, the matching fund request must be reviewed. The matching funds may be modified or eliminated, depending upon the nature and extent of the budget revisions required by the funding agency.

For grants with required matching funds that exceed the IDC returns from the grant

- Grants of this type should be discussed with the Director of Grant Development and Associate Dean as far in advance of submission as possible, to provide time to explore different avenues for matching support.
- The College values grants of all types, and every effort will be made to provide matching funds necessary for submission. However, this is not guaranteed.
- The home department of the Principal Investigator of the grant may be asked to contribute to the required matching funds, depending upon the circumstances.