Cheyney University Policy IA-2010-2005

Distribution of Grant Income to Principal Investigators (PI’s) and/or Co-PIs

Approved by: President’s Cabinet

History:
Issued -- 2006
Revised -- 2-17-2009

Related Policies: n/a

Additional References: n/a

Purpose

Through the Office of Sponsored Programs, Cheyney University’s Office of Institutional Advancement is charged with ensuring proper administration and stewardship of grant-funded activities.

Background

Grants often provide financial compensation to faculty or staff to plan, implement, evaluate and report on activities (typically, investigational research) funded by the grant. In cases of compensation, it must be structured in such a way that: 1.) the faculty or staff receive start-up funds in order to begin grant activities, 2.) the remaining portion of the compensation is released in a manner which is linked to achieving grant-funded activity milestones, conducting evaluation and/or providing reporting which is approved by the funder, and 3) the faculty or staff do not infringe upon collective bargaining unit agreements.

Scope

This policy applies to all faculty and staff who receive financial compensation via a grant awarded to Cheyney University.

Single-Year Grants:

Upon receipt of grant funds and the subsequent establishment by the Budget Officer of an account for the grant, the PIs and/or Co-PIs will receive one-third of their grant compensation at the earliest point allowed outside of their normal compensation. PIs and/or Co-PIs will receive an additional third of their compensation for the grant upon completing two-thirds of the grant-funded activities. Any interim reports due to the funder during this time must also be included with the report along with documentation that the report has been accepted by the funder. The interim reports to the funder must have the appropriate internal sign-offs (President, Provost, Vice President for Finance and Administration and Sponsored Programs). The final third of grant compensation shall be provided upon
 submission of all required reports with internal approval and the funder’s acceptance of any additional reports required by the funder during this time period.

**Multi-Year Grants:**

Upon receipt of grant funds and the subsequent establishment by the Budget Officer of an account for the grant, the PIs and/or Co-PIs will receive 25% of their grant compensation for the first year of the grant. PIs and/or Co-PIs will receive an additional 50% of their compensation for the first year of the grant six months later upon producing a brief internal report which documents timely achievement of activity milestones as outlined in the grant. Any interim reports due to the funder during this time must also be included with the report. The internal reports to the funder must have the appropriate internal sign-offs (President, Provost, Vice President for Finance and Administration and Sponsored Programs). The final 25% of their compensation for the first year of the grant shall be provided upon submission of all required reports with internal approval and the funder’s acceptance of any additional reports required by the funder during the first year of the grant. Funding for subsequent years of a multi-year grant shall be handled in the same way as described for the first year of a grant.

**PI Departure During a Grant:**

If a faculty or staff member leaves the university while a grant on which they are PI is still in progress, part of the exit procedure must include the preparation of a written interim grant report that addresses both programmatic and budgetary aspects of the grant. This report shall be distributed to the Department Chair, Director of Sponsored Programs, Budget Officer and Contracts Office.