

Policy for External Grants at Ripon College



In 2023, Ripon College established the Office of Grants and Foundation Relations (GFR) to (1) facilitate an increase in grant support from federal and state agencies and private foundations in advancing the mission of the college; (2) create opportunities for faculty and staff to receive additional support for teaching, scholarship, and research; (3) encourage innovation throughout the campus community and foster a grant-seeking culture.

The following policy will replace all previous grant policies and procedures.

Submission of Grant Proposals

The Office of GFR supports the process of identifying and cultivating prospective funding sources, collaborating internally and externally in the development and refinement of funding proposals, submission of grant proposals, and the administration of grant awards and post-award activities in partnership with Principal Investigators/Project Directors.

Proposals to governmental agencies and private foundations from students, faculty, and staff associated with Ripon College must be vetted and submitted through the Office of GFR, including participation in subawards with other institutions or organizations.

The Office of GFR plays a critical role in assuring that proposals submitted by Principal Investigators/Project Directors on behalf of Ripon College follow all federal and state requirements throughout the process; the Office of Grants has systems in place with the Office of the President, Advancement, Business Office, VP of Academic Affairs/ Dean of Faculty, Dean of Students, and other key offices of the College to anticipate efficient and proper administration of grants received by Ripon College.

The Office of GFR works with Principal Investigators/Project Directors and the Business Office to determine the appropriate type and rate of compensation for faculty, students, staff, contractors, and vendors during the proposal and grant administration processes.

The Office of GFR works closely with the marketing and communications offices and other entities to secure appropriate letters of endorsement and support for grant proposals and inform public officials regarding Ripon College's grant applications for state and federal funding, as well as college constituents who may have an interest in the proposed project or funding entity.

Indirect Cost Rate

Ripon College has an approved federal indirect cost rate of 37% of Modified Total Direct Costs (MTDC) from the U.S. Department of Health and Human Services through July 1, 2027. The rate applies to all federal and state grant applications and some private funding entities, except where the indirect rate is expressly stated within a funding agency's Request for Proposals or other policies of that funding entity.

The Indirect Cost Rate is applied to allowable direct expenses of the grant request – in general, salaries and wages, fringe benefits, travel, and equipment; a grant request including indirect cost expenses may not exceed the maximum amount stated in a Request for Proposals (RFP) or exceed a particular funding agency's limit on funding. Specific exclusions, however, modify the application of the rate. For example, the rate cannot be applied to equipment over \$5,000 or to specific aspects of capital projects. Fringe benefits are limited to some or all of the following: FICA, Retirement, Workers' Compensation, Unemployment Insurance, Tuition Remission, Health Insurance, Life Insurance, Dental Insurance, and Disability Insurance. Participant support costs (e.g., scholarships, stipends) are not allowable expenses and are not used in calculating the Indirect Cost Rate base.

Indirect Cost Rate Recovery

Governmental agencies provide Indirect Cost Rate Recovery to compensate institutions for everyday operating expenses (e.g., utilities, laboratory and office space, clerical and core function personnel support, insurance) used to execute grant-supported research and programming.

Ripon College uses recovered funds in three ways: 1) as revenue to support general operational requirements from the approved annual budget, 2) as recognition of the commitment of grant-awarded faculty and departments to advancing the College's mission, and 3) as a means of cultivating a grant-seeking culture at the College.

Ripon College places grants into four categories:

Category 1 grants include campus-wide or division-wide impacts and are written in direct response to the institution's Strategic Plan. All funding realized from the Indirect Cost Rate of Section A grants will be applied to Ripon College's general operations.

Category 2 grants include department(s) impacts that are not intended to be realized further than the listed department(s). Funding realized from the Indirect Cost Rate of Category 2 grants may be applied as follows:

- 60% in support of Ripon College's general operations. This allocation will cover the general costs of running Ripon College, such as energy, landscaping, building maintenance, and student financial aid.
- 20% in support of specific projects and initiatives prioritized by the Principal Investigator in consultation with the department and approved by the VP of Academic Affairs/ Dean of Faculty. This allocation is generally intended to recognize the faculty and departments' commitment to advancing the college's mission through grant writing. Allocations may be used for scholarship, student support, or other mission-centric purposes.
- 20% in support of the President's Fund to Advance Grant Culture at Ripon College. This allocation provides stipends or other financial incentives to faculty and staff participating in

grant workshops, creates internal resources to facilitate grant support, obtains external resources to assist faculty and staff in writing or supporting grant applications when necessary, provides financial incentives for grant writing for off-contract employees, and other start-up costs that may be needed for assuring a robust pipeline of innovative grant funding at Ripon College.

Category 3 grants include individual faculty and staff grants specific to their scholarship and creative activities. Funding realized from the Indirect Cost Rate of Category 3 grants will be applied as follows:

- 60% in support of Ripon College's general operations. This allocation will cover the general costs of running Ripon College, such as energy, landscaping, building maintenance, and student financial aid.
- 20% in support of specific projects and initiatives prioritized by the Principal Investigator in consultation with the department and approved by the VP of Academic Affairs/ Dean of Faculty. This allocation is generally intended to recognize the faculty and departments' commitment to advancing the college's mission through grant writing. Allocations may be used for scholarship, student support, or other mission-centric purposes.
- 20% in support of the President's Fund to Advance Grant Culture at Ripon College. This allocation provides stipends or other financial incentives to faculty and staff participating in grant workshops, creates internal resources to facilitate grant support, obtains external resources to assist faculty and staff in writing or supporting grant applications when necessary, provides financial incentives for grant writing for off-contract employees, and other start-up costs that may be needed for assuring a robust pipeline of innovative grant funding at Ripon College.

Category 4 grants are specific to providing student stipends or reimbursing student expenses associated with research and creative projects and are generally exempt from indirect recovery.

Post Award Grants Administration

Principal Investigators/Project Directors are responsible for post-award compliance, financial management, and reporting. The Office of GFR, in support of Principal Investigators/Project Directors, works closely with the Business Office in the administration of grants and grant funds and assurance of compliance with all grantmakers requirements, such as issues related to conflicts of interest, procurement, financial management of grants, and reporting including financial reporting.

The President, Vice President for Finance, and VP of Academic Affairs/ Dean of Faculty have final approval authority on all proposals submitted to funding entities under the auspices of Ripon College to assure the integrity and best interests of Ripon College.