

Mini-Grant Post-Award Guidance

The Lincoln Memorial University Mini-Grant Program follows the federal government's cost principles for determining costs applicable to awards. All charges must be reasonable, allocable, and allowable.

Reasonable: A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost.

Allocable: A cost is allocable to the award if the goods or services involved are chargeable or assignable to that award or cost objective in accordance with relative benefits received.

Allowable: A cost is allowable if it is identified within the award applicant's budget and approved by the Mini-Grant Award Committee.

Consistently Treated: All charges against the LMU Mini-Grants Fund must be consistent with the policies of the University.

Expenditure Timing: Expenses must be incurred during the identified award period, not before or after. Because it is expected that supplies will be used to benefit the research project, supply expenses should be incurred prior to the last 30 days of the award period.

Restocking: A school may use supplies and then restock those supplies using mini-grant funds at the end of the award period.

Restocking materials is permitted if the Primary Investigator (PI) follows the process of...

- 1.) Documenting the quantity of supplies used during the award period.
- 2.) Demonstrating the cost of resupply reflects the supplies used during the award period.
- 3.) A supervisor (Dean/Chair) reviews the proposed restocking and signs approval.

Who Owns Equipment/Supplies? While a PI manages a research award, the equipment and supplies purchased with mini-grant funds belongs to Lincoln Memorial University.

What if the Scope of my Project Changes? Notify the Executive Director of the ORGSP with your request at natalie.sweet@lmunet.edu. Include a written description of the proposed change that includes the prior proposal, your proposed change, and the impact to the project *prior* to submitting the charge for approval. You will be notified after the submission if your proposed change is accepted or denied.

Accountability: A written report must be submitted electronically to the Executive Director of the ORGSP within one month of completion of any project funded by the Mini-Grants fund. The recipient(s) must present the results of the research effort to peer faculty at a "research day" or seminar on-campus, scheduled to highlight research efforts of University faculty.

The recipient(s) must also submit a full financial accounting to the ORGSP within one month of completion of the research. Questions regarding financial accounting should be addressed to the Post-Awards Grants Manager at emily.gambrel@lmunet.edu.