

**NSF ADVANCE PROJECT
Important Grant Conditions
For K-State Partner Colleges and Departments**

*The following items were selected to address common questions about grant administration and cost allowability.

1. Spending Guidelines
2. Consultant Services
3. Equipment Purchases
4. Start-Up Packages
5. Copyrightable Material
6. Publications
7. Payment Process
8. Unallowable Costs

1. Spending Guidelines

Each participating Dean will receive funds each year for support of college-specific initiatives. These initiatives include the REAP program, REV program, Administrative Leadership Program, Parallel Paths, Career Enhancement Opportunities, and the Professional Development Program. Each participating Department Head will receive funds each year to provide support for faculty members participating in Career MAPS and/or departmental initiatives developed as a result of Equity Action Workshops, implementation of Policy Development and Review, website revision and improved recruiting practices. Internal Advisory Board Members will receive funds on a competitive basis for activities to advance women in science, engineering, and mathematics. Examples of how these funds might be used include professional development, release time, summer salary or technical support.

2. Consultant Services

Payments to individuals for consultant services under this grant shall not exceed the Current Daily Maximum Consultant Rate of **\$548.00** (as of January 1, 2006).

3. Equipment Purchases

Items over \$5,000 cannot be purchased (effective May 30, 2006).

- Reasons for this restriction include the following:
 - a. Anything over \$5,000 is considered by the State of Kansas to be equipment and must be placed on inventory.
 - b. Our ADVANCE grant did not include an equipment category in the budget, and thus, we cannot use these funds for this purpose without reallocating the budget. Furthermore, the indirect cost calculation on an NSF grant does not include equipment.

- Any item under \$5,000 that is not considered a consumable supply and is not part of a start-up package may be purchased as long as it will be used directly in research or instructional scholarship by a woman faculty member.

4. Start-Up Packages

Any purchase cannot be part of what has been designated as a start-up package, since deans have pledged that start-up costs will be part of our match on the grant.

5. Copyrightable Material

If you produce copyrightable materials, contact the K-State ADVANCE office for the NSF General Conditions on Copyrightable Materials.

6. Publications

a. Acknowledgment of NSF support must be made:

1. In any publication (including World Wide Web pages) of any material based on or developed under this project, in the following terms:

"This material is based upon work supported by the National Science Foundation under Grant No. SBE-0244984."

2. NSF support also must be orally acknowledged during all news media interviews, including popular media such as radio, television and news magazines.

b. Disclaimer. Every publication of material (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, must contain the following disclaimer:

"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation."

c. Copies for K-State ADVANCE and NSF. Three copies of every publication of material based on or developed under this award, should be sent to the K-State ADVANCE office.

7. Payment Process

There are two options for spending your grant funds; please work with your business officer to determine the best option for you.

1. Your department may pay for the expenses with the ADVANCE account [Project#: GRPV530567, Award#: NS0567, Source #: 3145, Org#: 03010] and forward the vouchers and one copy to the ADVANCE office for the PI signature. Indicate on the voucher which ADVANCE program the payment should be applied to (ex: Division of Biology, Parallel Paths, ADVANCE Distinguished Lecture Series, CEO, etc.),

or...

2. You may submit receipts to the ADVANCE Office for payment.

5. Unallowable Costs

Some unallowable costs include:

- Advertising & Public Relations costs (Contact the ADVANCE office for details on *allowable* relocation expenses.)
 - Costs of meetings or other events related to fund raising or other organizational activities including:
 - Costs of displays, demonstrations, and exhibits;
 - Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and
 - Salaries and wages of employees or cost of services engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;
 - Costs of promotional items and memorabilia, including models, gifts, and souvenirs;
 - Costs of advertising and public relations designed solely to promote the organization.
- Alcoholic Beverages
- Contingency Provisions
- Contributions and Donations
- Entertainment costs: amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, and gratuities are unallowable
- Capital Expenditures & Equipment
 - General purpose equipment: equipment which is usable for other than research, medical, scientific, or technical activities, whether or not special modifications are needed to make them suitable for a particular purpose. Examples of general purpose equipment include office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment.
 - Land or Buildings (purchase or improvement)
- Housing and Personal Living Expenses
- Cost of Idle Facilities
- Lobbying costs
- Publication and printing costs, except with the prior approval. Includes composition, plate-making, press work, binding, and the end products produced by such processes, distribution, promotion, mailing, and general handling.
- Recruiting
 - In publications, costs of help wanted advertising that includes color, includes advertising material for other than recruitment purposes, or is excessive in size (taking into consideration recruitment purposes for which intended and normal organizational practices in this respect), are unallowable.
 - Costs of help wanted advertising, special emoluments, fringe benefits, and salary allowances incurred to attract professional personnel from other organizations that do not meet the test of reasonableness or do not conform with the established practices of the organization, are unallowable.

- Where relocation costs incurred incident to recruitment of a new employee have been allowed either as an allocable direct or indirect cost, and the newly hired employee resigns for reasons within his control within twelve months after being hired, the organization will be required to refund or credit such relocation costs to the Federal Government.
- Relocation (Contact the ADVANCE office for details on *allowable* relocation expenses.)
 - Fees and other costs associated with acquiring a new home.
 - A loss on the sale of a former home.
 - Continuing mortgage principal and interest payments on a home being sold.
Income taxes paid by an employee related to reimbursed relocation costs.
- Selling and marketing any products or services of the organization (unless allowed as a public relations costs).

This list is not comprehensive of all the NSF grant requirements. For a complete list of the regulations, visit http://www.nsf.gov/home/grants/grants_gac.htm (NSF Grant General Conditions (GC-1), Cooperative Agreement General Conditions (CA-1)), <http://www.whitehouse.gov/omb/circulars/> (OMB Circular A-110 and OMB Circular A-122), or contact the ADVANCE office for a copy of the NSF/Kansas State University Cooperative Agreement.