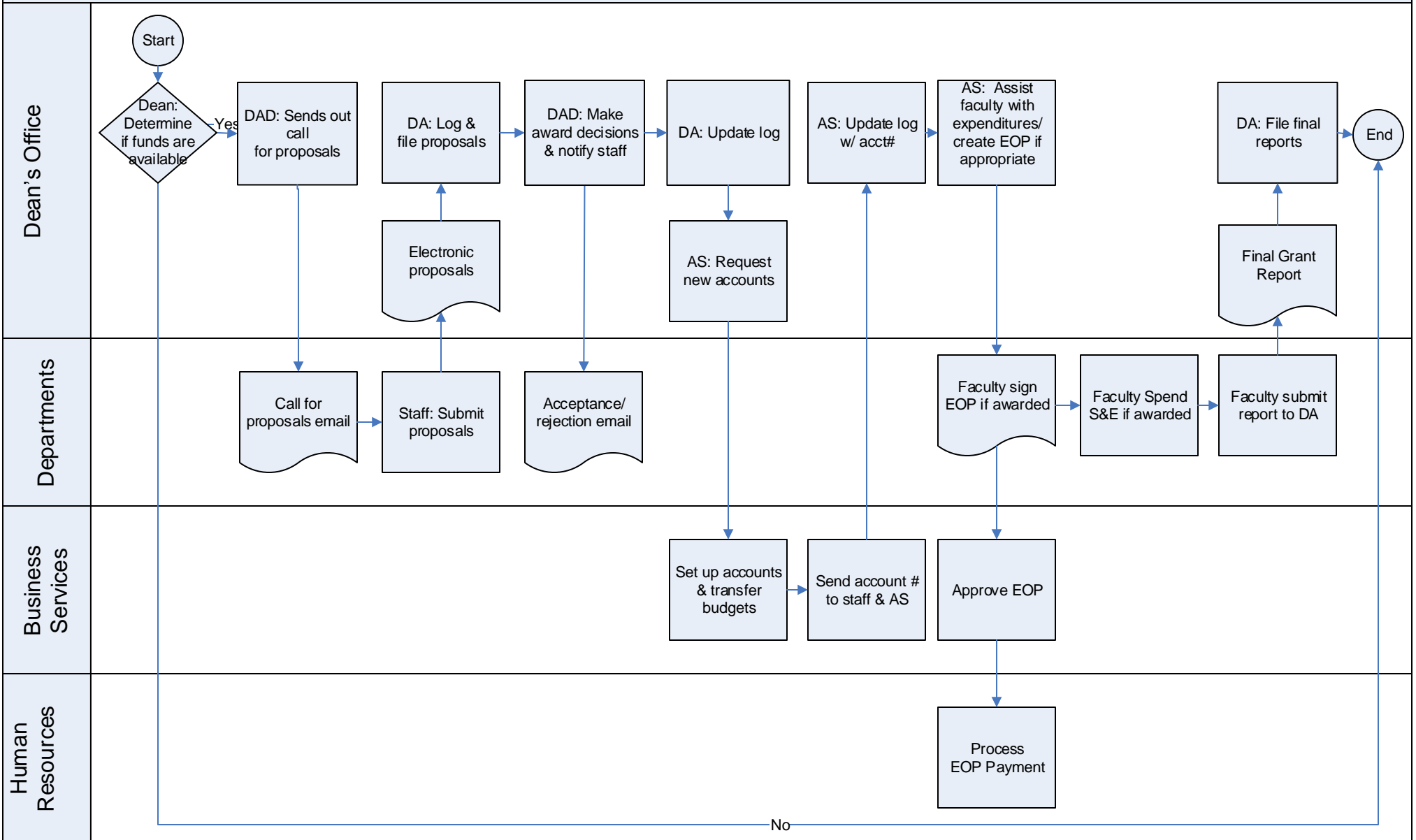


CLS Grants

Last Updated 7/30/13 by Nancy Arens

DAD-Dean/Associate Dean; DA-Dean's Assistant; AS-Administrative Specialist



CLS GRANTS – Dean’s Office Actions

- The Dean determines if funds are available:
 - a. Administrative Specialist requests endowment fund disbursement amounts from the Foundation Finance Director (currently Anne Babbich):
 - i. Dean’s Endowment (LN),
 - ii. Weisse Award Fund (W4),
 - iii. Dahler Faculty Development Fund (K3),
 - iv. Krumel Fund (KF),
 - v. Fredricks Memorial (Oral History) (M3),
 - vi. Birchler Fund (W3),
 - vii. McGlynn Fund(Shared with SAH-CLS gets odd years) (KI)

NOTE: Other endowments not managed by CLS Dean’s office include: Hale Memorial Fund for Chemistry and Music (Music gets odd years) (KW), Hyde Special Endowment Fund for English (UJ), Steinke-Saterbak (Education in Fine Arts) (WI)

 - b. Work with Administrative Specialist to determine other sources of funds, including, but not limited to:
 - i. CLS Indirect S&E Account (131-6-280115): MVAC or research related activities
 - ii. Salary savings
 - iii. ESP High Tech CLS Account (102-2-280177): Used for high tech projects, i.e. labs, programs that need/promote technology
 - iv. Div 28 Overhead (136-6-280105): MVAC or research related activities
 - v. CLS College Dev Account (136-2-280140)
 - vi. Div 28 Overhead (150-6-280105): Old overhead account
- Associate Dean sends call for proposals email to eligible staff:
 - a. Work with Dean’s & Administrative Specialist to determine parameters, i.e. purpose, submission deadline, spend deadline, etc.
 - b. Work with Dean’s Assistant to determine eligible staff listing
 - c. Previous call verbiage can be found in O: CLS/Grants/CLS Grants/2012-2013 Grants
- Dean’s Assistant: Log and file proposals:
 - a. Log proposals in O: CLS/Grants/CLS Grants/*FY Grants/CLS Grants Master.xlsx*
 - b. Electronically file proposals in O: CLS/Grants/CLS Grants/*FY Grants/CLS grant type Applications*
 - c. Print a copy of the proposals for each of the deans
- Dean & Associate Dean’s make award decisions and notify staff and Dean’s Assistant and Administrative Specialist
- Dean’s Assistant: Update log with award information
- Administrative Specialist: Request new accounts

- a. Update log with source of funds for each approved grant
 - b. Complete new account request form
 - c. Send completed forms, approval email and grant proposals to Business Services
- Administrative Specialist: Update log with new accounts when notified by Business Services
- Administrative Specialist: Assist faculty with expenditures/create EOP if appropriate:
 - a. If stipend awarded, create EOP (see EOP Example)
 - i. File EOPs in O:CLS/Grants/CLS Grants/*FY Grants/CLS Grant Stipend EOPS*
 - ii. Print one copy for signatures
 - iii. Give to Dean's Assistant for processing
 - b. Transfer any expenses posted to department accounts to grant accounts
 - c. Two months before expenditure deadline and again at deadline, review accounts and for any accounts not spent, send reminder to faculty to complete their expenditures
 - d. Transfer any remaining budget back to source account so grant accounts will be zero at fiscal yearend (NOTE: leave budget for stipends not yet paid)
- Dean's Assistant: File final reports
 - a. Update the log
 - b. File reports in O:CLS/Grants/CLS Grants/*FY Grants/ Grant Reports Grant Type*

Grant ibac codes:

2 – instructional

4 – research outcomes

5 – public service/non-credit instruction (provides services external to institution): outreach education, community service, public broadcasting. Ex: visiting scholar, student newsletters

6 – academic support: retention and display of educational materials (libraries, museums, galleries), provision of services that directly assist academic functions, media such as audio visual services and technology such as computing support, academic administration, separately budgeted support for course and curriculum development. Ex: digitization of newspapers, exhibit as Pumphouse