

Wartburg College Grants Protocol  
Approved by Cabinet June 2010; Updated April 2013

Wartburg College benefits from outside grant funding for a wide variety of projects. The College Sponsored Programs Administrator (CSPA) assists in researching potential sources, proposal development, budgeting, submission, and reporting. This necessitates timely communication regarding potential activities. Key points to keep in mind when pursuing a grant application:

- Wartburg College pursues grants opportunities for mission-consistent ideas/projects.
- Early communication with department chairs, the appropriate Cabinet member(s), and the CSPA is critical.
- Cabinet-level endorsement is required to pursue a grant and can be secured by submitting the information outlined below to the appropriate Cabinet member(s).
- Wartburg College encourages early and direct communication between the Project Director and the granting-agency program officer.
- The CSPA works with faculty members and administrators to interpret grant guidelines and develop and/or review the application narrative, budget, and cover letter.
- All grant-related signature requests (e.g. for cover letter, application, reports) are to go through the CSPA.
- All applications must be circulated for institutional approval using a form submitted by the Principal Investigator (PI) or Project Director (PD) at least ten days prior to the due date. Forms are available from the CSPA.

Pre-Submission Grant Outline

1. Today's date
2. Application deadline
3. Project timetable
4. Principal Investigator/Project Director
5. Funding agency/foundation and name of the grant program
6. Brief description of the project
7. Approximate grant funding sought
8. Approximate Wartburg match required, if any (cash and/or in-kind)
9. Facilities and Administration (F&A) cost rate allowed by funder, if any
10. If federal funding, whether this is a primary award to Wartburg or a subaward from another institution.

*Please note:* Wartburg's federally-negotiated F&A rate is 30.3% of direct costs, excluding capital expenditures, equipment, and that portion of subawards from Wartburg to other institutions in excess of \$25,000. This rate is to be used whenever permitted by the funder. At least 50% of the F&A recovery must return to the general fund of the College. The PI or PD may request that up to 50% of the F&A recovery be made available for other purposes consistent with the College's strategic plan. A specific request to do so must be submitted to the appropriate cabinet member for approval prior to the application due date.