







- Encourage and assist college faculty and staff in developing creative ideas into viable fundable projects that are properly managed
- Provides general descriptive information for inclusion in proposals
- Facilitates development of the project proposal and coordinates grant team meetings and efforts
- Coordinate all grant proposals with the college as the applicant, fiscal agent, or participant prior to development and submission
- Prepares budgets in conjunction with the Business Office
- Edits proposals
- Completes required funding agency forms and certifications
- Manages internal signature process
- Submits proposals on behalf of the college
- Maintains permanent copies of responses to solicitations of grant availability
- Maintain copies of all submitted proposals for external funding and subsequent notification of application results

#### ***Budget Assistance***

The office will assist with preparation of budgets and budget justification/narrative/explanations of contract and grant proposals, and to obtain necessary budget approvals as may be required. The office also provides additional assistance after the grant award is made by facilitating any budget modifications or adjustments that may be deemed necessary before the grant performance period ends.

#### ***Fiscal Liaison***

The office coordinates project management and monitoring activities with the Division of Finance and Administrative Services.

#### ***Accountability and Reports***

The office provides advice and assistance to faculty and staff to ensure that funds awarded are being spent in accordance with the guidelines provided by the funding source and that regular progress of funded project activities is reported regularly. In addition, it collects internal reports on funded projects to ensure that appropriate documentation is being kept that will assist in compiling reports that may be required from time to time or as requested by sources of funding.

#### ***Records***

The office maintains copies of all proposals submitted by the faculty and staff of Duquesne, as well as examples of successful grant proposals.

#### ***Business Office***

The Business Office will assist in the preparation of budgets, approve the final budget request, and facilitates any budget modifications or adjustments that may be deemed necessary before the grant performance period ends. They are also responsible for monitoring expenditures and ensuring that







dollars should account for all durable items as equipment if over \$5,000.00 and all other items as supplies if under \$5,000.00.

5. Contracted Services contracted services are payments made to persons or companies not employed by Durham Tech for their services. The estimated contracted services cost should be included in the PI budget form. Durham Tech will need official agreement with the consultant in order to make payments to that vendor. The PI should contact the Business Office Purchasing Area to ensure that the Service Contract is set up correctly.
6. Indirect costs- these costs can include general and administration, accounting, library, purchasing, physical plant, and utilities. The indirect cost rate is usually set by the funding agency. Some funding agency may not allow indirect costs at all, others, like the federal governmental agency may allowed a indirect cost rate of 10 percent. The PI should review the grant application packet to see if the indirect cost rate is allowed. The recovery of indirect costs is very beneficial to Durham Tech, especially with projects that have complex reporting requirements.

#### Section 1.5 Budget Justification and Budget Narrative

In most cases, grant writers are asked to include a separate document that provides written justification