

## ***Frequently Asked Questions After A Grant Is Awarded***

Here we provide answers, suggested contacts, and information about what to submit.

### **General Information**

#### **Q. Who are the Foundation contacts for my grant?**

- A. The grant coordinator is the primary administrative contact throughout the grant term. The assigned senior program reviewer is responsible for responding to the grantee's annual program report(s) and any substantive issues related to the grant. The names of the assigned staff members can be found in the award notification letter.

### **Grant Modification(s)**

#### **Q. Can I request a no-cost extension? When should this happen?**

- A. Yes. No-cost extensions are approved at the Foundation's discretion.

The request should be made at least one month before the grant end date. The grantee should email the grant coordinator and provide the following information:

- a report on work done up to the date of initial request
- a rationale for the extension of the proposed work
- a new end date of the no-cost extension
- the amount of remaining funds
- an explanation how the remaining funds will be used (if funds are available).

The grant coordinator or Foundation senior program staff will notify the grantee of the decision. Please note the Foundation discourages granting multiple no-cost extensions.

#### **Q. If the grantee can no longer assume responsibility for the grant—e.g., if he/she is taking a leave of absence—can the grantee recommend a new person to manage the grant in the interim? (Not applicable for William T. Grant Scholars and Distinguished Fellows programs.)**

- A. Yes. There are several steps that must happen before a change is approved.

First, the institution should approve the change before the grantee contacts us. The grantee should then email the grant coordinator and provide an explanation for the change request and a CV for the proposed grantee.

Any change in grantee must be approved by Foundation senior program staff. The grantee will be notified of the decision via email.

#### **Q. Should I notify the Foundation if there is a change in co-Principal Investigator(s)? (Not applicable for William T. Grant Scholars and Distinguished Fellows programs.)**

- A. Yes. The grantee should notify the grant coordinator and Foundation senior program staff assigned to the grant of any change in co-PIs.

**Q. If the grantee moves to a new institution before the end of the grant, what happens to the grant?**

- A. The grantee can either request to transfer the grant to the new institution or keep it at the current institution. In either case, the grantee should consult with his or her institution. We ask that the grantee then contact the grant coordinator with the request before the move happens.

Foundation senior program staff will review the request and make a determination on a case-by-case basis. The grantee will be notified of the decision via email. The grant coordinator will email the grantee instructions regarding the required documents necessary to complete the process.

## **Program and Financial Reporting Guidelines:**

**Q. Are grantees required to submit program and financial reports? Where can I access the forms?**

- A. Yes. Depending on the specific program, you may be required to submit semi-annual, annual, and final report(s). The forms can be found on the Foundation's [website](#). Forms are provided for each specific program; make sure to download the form that is specific to your grant type. The grantee is required to submit the reports on our Easygrants online system, and will be sent reminders with the login information.

In addition, you must submit your grantee institution's most recent audited financial statement when you submit your financial report.

**Q. What if I cannot submit the program and financial reports by the due date?**

- A. If you cannot meet the due date, please contact your grant coordinator and request an extension.

Reports enable Foundation staff to review the progress of the work supported by the grant. Lack of timely reports could affect your future grant payments and consideration of your future funding requests from the Foundation.

**Q. Do I need to submit a financial report for a sub-contract?**

- A. Yes. We require a financial report for each sub-contract if the subcontract expenses total more than \$50,000 for the entire project period.

## **Grant Payments and Budgets:**

**Q. How will grant payments be disbursed?**

- A. All grants awarded in and after 2013 receive grant payments via Automated Clearing House, (ACH) transfer. To facilitate the process, the primary organization will complete a banking information form provided by the Foundation. Grants 2012 and prior receive paper checks through the mail.

**Q. Can I make a budget re-allocation during the life cycle of the grant?**

- A. Yes. Once a budget is approved for an annual period, you may make re-allocations among the approved budget categories as you deem necessary to execute the grant. Such re-allocations cannot

increase the portion of the budget that is used for indirect costs. Re-allocations do not require Foundation approval.

**Q. When will I receive the grant payment(s)?**

- A.** The first grant payment is processed once we receive a signed copy of the award letter. The payment is disbursed to coincide with the start date of the grant and the Foundation's payment schedule.

Subsequent payments will typically be disbursed at the start date of each grant year for multi-year grants. The Foundation reserves the right to adjust scheduled disbursements (either up or down) dependent on the pace of grantee expenses and the project's work.

**Q. Can I carry forward unexpended funds at the end of a grant year to the next year?**

- A.** Yes. Unexpended funds at the end of a grant year may be carried forward to the next year. Unexpended funds should be budgeted into subsequent periods that occur within the grant's timeframe to advance the purposes of the grant. Each year, a revised budget for the coming year should be shown on the annual financial report. The Foundation expects grantees to provide the reasons for deviations from the original budget.

**Q. Must grantees use interest income earned on funds advanced by the Foundation for purposes of the grant?**

- A.** No. In recognition of the Foundation's limits on indirect costs, grantees may use any interest earned on advanced funds for any purposes consistent with the institution's non-profit status.

**Q. What if there are unexpended funds remaining once the grant is complete?**

- A.** When submitting the final financial report, the institution should include a refund check in the amount of the remaining unexpended funds made payable to the Foundation.