



External Grants Policy

POLICY INFORMATION

Policy Number: ADM.02.01
Policy Category: Administrative
Section: Advancement Office/Development Unit
Responsible Executive: VP for Advancement
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1. POLICY STATEMENT

Bethlehem University supports the seeking and acceptance of external/sponsored support for projects and activities that are in line with the University's vision, mission and strategic plan objectives. Typical externally funded projects that might be appropriate include (but are not limited to) research projects, acquisition of equipment, support for the teaching or public service functions of the University, faculty/staff/students development and training, or other projects and activities closely related to the University's normal programs and activities. All grants and agreements must be made in the name of Bethlehem University. Grants, contracts and other external/sponsored agreements are awarded to Bethlehem University. They are *not* awarded to the individual(s) responsible for the conduct of the research program or project activity. Even though external/sponsored support is often awarded to Bethlehem University because of the expertise of faculty and/or staff members who initiate the funding proposal, it is Bethlehem University that assumes full legal responsibility for the program/activity and Bethlehem University will be responsible for ensuring that the project is carried out in accordance with all of the sponsor's requirements.

Grants Funded through Endowed Chairs and Endowed Gifts are also covered under this policy, where applicable.

All grants must comply with established University rules, regulations, and policies, in support of its mission to serve the needs of the Palestinian people through education, although the University will try to accommodate as far as practical the requirements of the different grants.

Recovery of Overhead (Indirect Costs): BU requests 10% of each externally funded project as administrative costs, sometimes called overhead. Some funders however, provide less than this percent. Only in such cases BU will accept no less than 7% of overhead.

In cases where the funder provides less than 7% overhead cost or does not provide overhead cost at all but provides furniture and equipment instead, the Finance Office shall study the usefulness and



feasibility of the project budget in order to approve it or not. A written statement shall be sent by the Finance Office to the PI stating the reason(s) behind the rejection decision in this respect.

In cases where the funder provides more than 10% of overhead, the extra money will be deposited in a special account that belongs to the grant of the PI or the research center at BU directed by the PI. The amount exceeding the 10% overhead shall be used for the development of the research centers, if there is no research centers related to the PI, the Finance Office shall approve the use of the extra overhead as deem necessary by the University.

2. DEFINITIONS

1. **External Grants** are normally referred to as “Restricted Funds” Accounts. Restricted Funds are monies received from sources outside the University and are to be used for a specified or restricted purpose. Grants are usually date specific rather than fiscal year specific. Each grant usually has an end date, which must be adhered to, unless, the funding source renews/extends validity of the grant for a further period of time.
2. **Bethlehem University Members** are faculty and staff (employees) involved in a grant project(s) and may include one or more of the following:
 - a. Principal Investigator (PI) for research grants and Grant Manager (GM) for other projects. The PI/GM is appointed by the Unit/Department/Center/Institute that is applying for the grant.
 - b. Co-Principal Investigator(s), who may form the Grant Development Team
 - c. Relevant Chair of Department
 - d. Relevant Dean of Faculty
 - e. Dean of Research (In cases of research grants)
 - f. Academic Affairs Office
 - g. Human Resource and Administrative Affairs Office
 - h. Finance Office
 - i. Advancement Office

3. PURPOSE AND SUMMARY

Bethlehem University (BU) encourages faculty and staff to seek grants, agreements and other external funding to enhance its programs, research and activities. Thus, the purpose of this policy is to define how to manage and organize the external grants operation through:

- a. Setting a user friendly process with clear and transparent procedures for the members of the University community in their pursuit of external grants.
- b. Informing and encouraging members of the University community in seeking external funds to implement projects and program.
- c. Protecting both the University and the individual faculty & staff member when entering into an external grant agreement.



4. APPLICATION / SCOPE

This policy applies to all Bethlehem University Faculty & Staff in all Faculties/ Departments/ Centers/ Institutes/ Units.

5. ADDITIONAL WORK COMPENSATION/ADDITIONAL PAY

A. Compensation of Project Manager

Where there is an administration allowance tied to the grant the following principles will apply:

1. Where the duties of the Project Manager are performed by a current University employee and are within their current job description or time schedule the funds allocated for the administration will be utilized by the overall University budget.
2. Where the duties of the Project Manager are performed by a current University employee and fall outside the current job description of the employee **and** require additional hours of work to their regular work schedule the employee, in conjunction with their immediate supervisor, will provide written evidence to support this claim to the Vice President for Human Resources and Administrative Affairs to make a recommendation in relation to remuneration to the Vice Chancellor.
3. In the situations outlined in the above two points, a staff employee is required to obtain written approval of the Vice Chancellor prior to the commencement of the grant. In any case, the amount and duration of work time allocated to perform the grant shall not exceed three months in any academic year.
4. Where a sub-contractor is engaged, with the prior approval of the Human Resources and Administrative Office, and subject to the University's Rules and Regulations on recruitment of sub-contractors, the Human Resources Office in conjunction with the Finance Office will ensure the salary paid to the sub-contractor falls within the guidelines provided by the unified salary scale and that the salary is within the allocated salary budget provided for in the grant budget.

B. Compensation of Principal Investigator

Preface

Research is an integral part of the triumvirate duties of all Bethlehem University faculty. In addition to teaching and service to the community all Bethlehem University faculty are expected to engage in scientific research. Involvement in scientific research includes writing proposals, attracting research funds, supervising research assistants and technicians, publishing research results and in some cases administrative activities as for those members who directs research centers at the University.

Item 1: Some funders allow the PI a supplemental salary from money that does not belong to the overhead money. Regulations of such PI supplemental salary follow the rules in items 5 and 6.



Item 2: In cases where the funder does not provide a PI supplemental salary but provide an overhead that exceeds the 10% requested by BU, the PI will be paid from this extra overhead money according to rules mentioned below in item 5 and item 6.

Item 3: The PI should be paid a monthly amount of money that correlates to his research working hours where;

- a- A signed monthly time-sheet should be provided to the finance office.
- b- The amount should not exceed the equivalence of 50% of their net annual pensionable income even if:
 - i. The funder allows more than this amount.
 - ii. In cases of PIs who have an allowance of more than one supplemental salary from different external funders.
 - iii. The PI has a teaching load reduction through external research grants.

c- There should be money in the grant(s) that support the whole period the PI will be paid a supplemental salary.

Item 4: BU is not obliged to pay any researcher from resources that do not belong to the grant(s) of the PI.

Item 5: In cases where those grants' balances allowed by BU have not been consumed during the research period of the grants, they will remain in the PI account at BU after obtaining the donor's written consent on this, and should be expended for the improvement of the research center, laboratory, and department. Examples of improvement include repair of equipment, installation of infrastructure, ordering chemicals, reagents and equipment that are not covered by the grant, renovation of green houses, etc. If there is no research centers related to the PI, the Finance Office shall approve the use of the extra overhead as deem necessary by the University.

Item 6: Researchers or faculty and staff who attract money to the University through their community out- reach services will be allowed an additional compensation from this money if the donor's agreement permits such an action and according to an agreement with the Vice Chancellor of BU, (Concerned researchers/faculty and staff should contact the Finance Office for more details). In order to be valid, this arrangement should be documented and signed by Vice Chancellor of BU and the concerned employee.

C. Overload Pay for Faculty:

That the Vice President for Academic Affairs validates and approves all Faculty overloads.

6. STATEMENT OF ROLES & RESPONSIBILITIES

1. PI/GM:

The PI/GM plays the role of program or project implementer – and does so according to the conditions



of the grant as indicated by the funding organization, by adhering to budget and reporting requirements, and in partnership with the Advancement Office and Finance Office by providing information about the project and funding sources, and by adherence to internal procedures for purchasing and budget management.

2. Co-Principal Investigator:

A key personnel working in partnership with the P/I in the management, development and/or execution of the project. Same as the PI, obligated to ensure the project is conducted in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

3. Chairperson of Relevant Department:

The direct supervisor of the PI/GM (if applicable) ensures that the concept and the initial proposal falls within the scope of work of the department and complies with BU academic rules and regulations.

4. Dean of Relevant Faculty:

The main supervisor who certifies that the concept and the initial proposal is in compliance with the mission and vision of the faculty and the academic rules and regulations.

5. Dean of Research:

The Dean of Research oversees and verifies that research - whether funded or not - is adhering to the ethical guidelines set forth by the BU Research Council and the Independent Review Board (IRB). It is the sole responsibility of the PI/GM to ensure that the proposed research project conforms to these policies, and the Dean of research to oversee this.

The following needs to be kept in mind when pursuing research grants:

- a. Ensuring the protection of the rights of human subjects and animals in research.
- b. Observing international ethical standards in research.
- c. BU's rules, regulations and policies with regard to the conduct of research at the national and international levels.
- d. Any research priorities approved by the University Research Council.

6. Academic Affairs Office:

The Academic Affairs Office verifies and certifies that all academic and research requirements of the grants have been met as per the External Grants Policy.

7. Human Resources and Administrative Affairs Office:

The Human Resources and Administrative Affairs Office meets the needs of the PI/GM by helping to determine the optimal choice and use of personnel, and to recruit any additional personnel to ensure a satisfactory facilitation of the conditions of the grant. Any Additional Work Compensation/ Additional Pay/ Overload Work/ Overtime Work has to be discussed and approved by the Human Resources Office.

8. Finance Office:

The Finance Office handles the financial aspects of the grants and maintains the financial records. Typically, early in the proposal, the PI/GM requests assistance for completing the proposed budget. The early involvement of the Finance Office in the development process will facilitate the final proposal review and can be quite beneficial in preparing a realistic budget. After the proposal is completed, and prior to the submission to the funding source, the Finance Office performs a final review of the proposed budget to ensure that:



- a. A verification of all costs, including indirect costs, are included.
- b. Needs are realistically estimated and included.
- c. Fringe benefits are reasonably estimated.
- d. Items included are in compliance with the policies of the University and Terms and Conditions of the Grant.

9. Advancement Office:

The Advancement Office is Bethlehem University's Official Representative for all Grants. The mission of the Advancement Office is to enhance the University's internal capability to secure/generate external funding. This is done by providing members of the University community with a variety of supportive services and assistance. The intention of the Advancement Office is to make the grant development and submission process as user friendly as possible to the applying PI/GM.

Accordingly, the Advancement Office will:

- a. Develop, maintain, and update a current database and calendar of funding sources that are applicable to the needs and interests of Bethlehem University faculty and staff.
- b. Disseminate the database and calendar of funding sources opportunities to faculty and staff on a regular monthly basis.
- c. Meet with and support faculty and staff either individually or in a group to ascertain interest and to discuss opportunities that may be of interest.
- d. Conduct focused research to identify specific funding sources for specific faculty and staff initiatives.
- e. Provide assistance in proposal development, when requested by the PI/GM.
- f. Liaise with professional parties (e.g. Institute for Community Partnership -ICP) to organize periodic workshops for faculty and staff in areas such as grant writing and grant development process, and the identification of potential funding sources.
- g. Provide assistance to the extent possible with the evaluation of funded projects and programs, as well as, with the preparation and submission of required reports, if requested by the PI/GM.
- h. Maintain an updated standard profile of Bethlehem University for the PI/GM to use when required for the grant application.

7. PROCEDURES

Kindly refer to the *External Grants Policy Protocol*

8. COMPLIANCE

Since the VP for Advancement is entrusted with this policy, it is his responsibility to report in writing or through email on any breach to this policy, including instances of disclosures (or "whistle-blowing"), by any BU user(s) to the VP of Human Resources, stating the breach details and recommending any disciplinary action as per BU policies in this respect.



Compliance with Laws, Regulations and Provisions of Awards:

BU recognizes that as a recipient of funds, the university is responsible for compliance with all applicable Palestinian laws, regulations, and provisions of agreements, contracts and grants.

9. RELATED INFORMATION

1. Related Documents and Forms:

1. Initial Memo Form /IMF (ADM.02.F01)
2. Independent Review Board Form /IRB (ACR.01.F01)