

## Pre-Award

### **What is the first step in preparing a grant proposal?**

Contact the Office of Research as early as possible by emailing [research@fhsu.edu](mailto:research@fhsu.edu) or Ashlyn Sumrall, Pre-Grants Coordinator, at [apsumrall@fhsu.edu](mailto:apsumrall@fhsu.edu).

At a minimum, please include:

- the solicitation/program number, link, or copy of the announcement
- the name of the agency or sponsor
- the name of the Principal Investigator (PI)
- the proposal submission deadline

### **Who do I contact with questions about pre-award grant management?**

For questions about FHSU's internal grant process, contact Ashlyn Sumrall at [apsumrall@fhsu.edu](mailto:apsumrall@fhsu.edu) or email [research@fhsu.edu](mailto:research@fhsu.edu).

For questions about the funding opportunity, program requirements, or agency-specific guidance, contact the program officer listed in the solicitation.

## Fringe Benefits

### **What are Fringe Benefits?**

Compensation in addition to your salary to cover things like health insurance, retirement, unemployment, and more.

### **How do I calculate Fringe?**

Salary x Fringe Rate + (Insurance Rate x Months of Support)

### **Do I always include fringe benefits?**

No. Fringe benefits depend on the sponsor's guidelines. Some grants do not allow fringe, some allow fringe but not insurance, and some require a specific fringe rate. Always review the guidelines carefully before including fringe in the budget.

### **Fringe rates:**

Faculty- 17.8890%

Support staff- 20.7090%

Students enrolled - 0.719%

Students not enrolled- 8.389%

See chart in FHSU budget template

### **What health insurance rate do I use for a TBD position?**

For a TBD position, use the full family health insurance rate unless the sponsor guidelines or FHSU budget guidance state otherwise.

## **Indirect Costs**

### **What are Indirect costs?**

Also known as F&A (Facilities and Administrative) costs. These funds are used to cover related costs of using the University's facilities and administrative support that cannot be claimed as direct costs. This is a federally negotiated rate. Some grants specify a different fringe rate you should use. Check your guidelines.

### **How do I calculate it?**

(Salary + Fringe) x Indirect Rate

### **Indirect Rate:**

On campus - 32% (If more than 50% of the work will be done on campus)

Off campus - 14% (If more than 50% of the work will be done off campus)

## **Salaries**

### **Do I include my total salary?**

Salary should be base salary only. Don't include overloads. If you need help with base salary, please contact the Office of Research.

### **Do I use the same salary for multi-year grants?**

You can assume a 3% inflation rate for each year of the grant. Do not include inflation for student pay. (Double-check grant guidelines.)

### **How much do I pay students doing work on the grant?**

Undergraduate students are paid at a rate of \$10.00 per hour.

Graduate students may be paid either \$15.62 per hour or a \$5,000 per semester stipend, depending on the structure of the position and the approved grant budget.

Graduate students may also receive tuition reimbursement for up to 9 credit hours during an academic semester and up to 6 credit hours during the summer semester. Please use the most current tuition and fee rates listed here:

[https://www.fhsu.edu/sfs/students\\_parents/tuition/](https://www.fhsu.edu/sfs/students_parents/tuition/)

All student employees are limited to a maximum of 20 hours per week.

### **Can I pay someone who is not on FHSU payroll?**

Yes. Consultants and similar roles can be included if the grant guidelines allow it.

The PI will need to fill out the Contractual Services Form at least 15 days before the grant is due. Please follow the link to review the policy: <https://www.fhsu.edu/purchasing/policies-procedures-and-templates/contractual-services-policy.pdf>

## **Travel**

### **Lodging and Per Diem Rates:**

<https://www.fhsu.edu/bus-off/Expenses%20and%20Travel/>

### **Mileage Reimbursement Rates:**

[https://www.fhsu.edu/bus-off/Expenses%20and%20Travel/quick\\_reference-fy2026-as-of-7-1-25.pdf](https://www.fhsu.edu/bus-off/Expenses%20and%20Travel/quick_reference-fy2026-as-of-7-1-25.pdf)

### **Reimbursement Rates:**

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

[https://admin.ks.gov/media/cms/26A010\\_FY2026\\_Mileage\\_Rates\\_Eff\\_01012026\\_1\\_ee4f5eb44088f.pdf](https://admin.ks.gov/media/cms/26A010_FY2026_Mileage_Rates_Eff_01012026_1_ee4f5eb44088f.pdf)

\*Travel outside the U.S. must be on an American carrier

When including travel in a grant budget, please provide as much detail as possible. Travel costs should include the destination, purpose of travel, number of travelers, estimated dates or duration, mileage and/or airfare, lodging, per diem, registration costs, and any other related expenses if applicable.

## **Internal approvals**

### **What grants need internal approval?**

All grants and sponsored projects must come through The Office of Research.

### **Who needs to approve my grant?**

The Office of Research will enter your grant materials into Workday to be approved by The Provost, The Associate Controller, The Office of Research Dean, your Department Chair, and your College Dean.

### **How will I know when I have all my internal approvals?**

The Office of Research will email you to let you know.

### **What do I need to submit to The Office of Research for internal approval?**

At least 15 days before the grant is due, The Office of Research must have:

- Grants' proposal form (under resources)
- Final budget and budget justification
- At least a rough draft Narrative
- Any documentation needing a signature (Ex: SF-424)
- Supporting documentation for any matching fund commitments if needed
- Completed contractual services form if needed (under resources)
- IRB/IACUC approval (if grant guidelines dictate it must be done before applying)

### **Can I submit my grant myself?**

The Office of Research must submit all federal grants. The PI must submit non-federal grants after they have received their internal approvals.

### **Do I need to have contracts/MOUs in place before starting internal approvals?**

No, unless the grant guidelines say otherwise. If you have filled out contractual services forms for anyone not affiliated with FHSU and have them written into your budget accordingly, contracts/MOUs may be developed after receiving the award. However, in doing so, PIs assume any risks associated with external collaborators backing out after the grant is awarded.

## **Post-Award**

### **What happens once my proposal is funded?**

Once a proposal is funded by an agency, legal counsel will review the compliance and contracts review the award documents and process for signature. This process can take longer than expected as it may involve negotiation of terms and conditions acceptable to the University.

### **Who do I contact for questions about post-award management?**

Kaley Schnack ([knschnack@fhsu.edu](mailto:knschnack@fhsu.edu)) or your program officer

### **What is involved in accepting an award?**

When a grant proposal has been awarded, you will typically receive a 'notice of award' from your grantor. You and The Office of Research will then work with your program officer to complete a fully executed agreement. Once the fully executed agreement has been signed by the Vice President for Administration and Finance and the grantor, it will be entered into Workday in order for your cost center to be created.

### **What happens if my project is not completed at the end of the project period?**

As soon as you anticipate the need for additional time for your project work, please contact your program officer and Kaley Schnack to request a no-cost extension. Sponsors generally require 30-60 days notice to extend a grant period. In addition, different types of granting mechanism, even within the same sponsor, may require different levels of approval for no cost extensions.

### **Who do I contact to process student scholarships associated with a grant?**

Angela Delzeit ([andelzeit@fhsu.edu](mailto:andelzeit@fhsu.edu)), Assistant Director of Financial Assistance

### **When are progress and financial reports due, and who is responsible for them?**

Progress report deadlines are dependent on your grantor and should be coordinated with them.

## **No-Cost Extension**

**Can I get a No-Cost Extension (NCE) for a project funded by NSF, NIH, DOJ, or Dept. of Ed?**

Yes! If this is the first no-cost extension on a project sponsored by one of these federal agencies, the Principal Investigator should reach out the post grant coordinator. The Office of Research will review your request and if approved, will work with you to get the NCE started. The email should contain the following information:

- PI name
- Department
- Telephone #
- Sponsor Name
- Award Title
- Current Expiration Date
- Requested Termination Date
- Justification for the Extension

## **Contact**

Pre-Grants Coordinator: [Ashlyn Sumrall \(apsumrall@fhsu.edu\)](mailto:apsumrall@fhsu.edu)

Post-Grants Coordinator: [Kaley Schnack \(knschnack@fhsu.edu\)](mailto:knschnack@fhsu.edu)

Grant Accountant: [Rachel Depenbusch \(rdepenbu@fhsu.edu\)](mailto:rdepenbu@fhsu.edu)

## **Miscellaneous**

Legal name of Applicant: Fort Hays State University

Address: 600 Park St. Hays, KS 67601-4099

Telephone: (785) 628-4000

FAX: (Admin & Fin.) (785) 628-4046

FAX: (Grants Office) (785) 628-4479 US

Congressional District: 1st (KS-001)

Legislative District: 111th F

EIN Number: 48-1210777

DUNS Number: 07-627-4919

UEI Number: DVSMS2BMAK51

CAGE code: 0U257

NAICS Code: 611310