

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 x months of support)

Do I always include fringe?

No, some grants don't allow for fringe. Some grants allow for fringe but not insurance. Some grants specify a different fringe rate you should use. Check your guidelines.

Fringe rates:

Faculty- 17.9370%

Support staff- 17.9370%

Students enrolled - .787%

Students not enrolled- . 8.437%

See chart in FHSU budget template

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

Use the full family rate

Indirect Costs

What are Indirect costs?

Funds 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.

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.)

What do I pay students doing work on the grant?

Undergraduates are paid at \$10/hr or /year stipend

Graduates are paid at \$12.50 /hr or \$5,000/year stipend

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.

Travel

Lodging and Per Diem Rates:

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

Mileage Reimbursement Rates:

<https://www.fhsu.edu/administrative/physicalplant/motor-pool/> Federal Mileage

Reimbursement Rates:

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

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

Please be as specific as possible when including travel in your budget.

Internal approvals

When do I need internal approvals?

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 Director, 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
- 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 and can submit all other grants. PI may 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, Pls assume any risks associated with external collaborators backing out after the grant is awarded.

Post-Award

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

Kaley Schnack – 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 (Wesley Wintch) 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), 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.

Contact

Pre-Grants Coordinator: [Aubrey Engel](#)

Post-Grants Coordinator: [Kaley Schnack](#)

Budget questions: [Rachel Depenbusch](#)

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