After Funding Guide

When Jax State receives a grant award or subaward to support sponsored programs there are often questions regarding aspects of the operation of such projects from the Principal Investigator or Project Director (PI/PD). Frequent areas of interest include but are not limited to the extra compensation process, indirect costs or overhead, how to request a new position, hiring a university student assistant, hiring a graduate student, hiring a graduate assistant, applying for travel approval, effort reporting, and purchasing. Therefore, the Office of Sponsored Programs (OSP), developed this informational document to assist PI/PDs in obtaining data needed for the successful management of externally funded sponsored programs. Note: Faculty and/or professional staff may have submitted grant proposals or documents that generated a grant award or subaward but such grant awards or subawards are usually given to Jax State and not to an individual.

EXTRA COMPENSATION: Often on grant or subaward funded sponsored programs faculty and/or professional staff have extra compensation pre-approved by Jax State and the funding sponsor. The Jax State policy that governs extra compensation (Policy II:05:02) can be accessed here: https://www.jsu.edu/busaffairs/polprocman/index.html. The Office of the Controller has published information on how to submit the proper forms for extra compensation due to additional work that has been completed. Download the Grants Finance Training document from: https://www.jsu.edu/controller/procedures-instructions/docs/grant-budget-training-march-2024.pdf. Then scroll down to Grants Paying Extra Compensation section to find the information provided on how to begin the extra compensation process. You will first fill out Form #46 for approval, then once Form #46 has been approved information is loaded into Form #45 which is a dynamic form for continued processing.

INDIRECT COSTS, OVERHEAD COSTS AND FACILITIES AND ADMINISTRATIVE COSTS: Frequently, grant awards or subawards will allow Jax State to recover indirect costs, which are also known as overhead costs or facilities and administrative costs to cover expenses related to the project that are not easily charged to a grant award, subaward or contract. The Jax State federally negotiated indirect cost rate currently is 35.8% of Modified Total Direct Costs which are comprised of salaries, wages, fringe benefits, travel, materials, supplies, services, and the first (one–time only) $25,000 of a subaward that Jax State will issue to an external organization that is part of the sponsored program. If Jax State is permitted to recover such facilities and administrative costs as allowed by the funding sponsor, the Office of the Controller will manage the distribution of such generated funds based on the current Jax State indirect cost disbursement plan.

REQUESTING A NEW POSITION: Many funded grant awards or subawards are designed to include new positions for the sponsored project and funded by the budget. To access the Jax State procedures for new hires, access the Office of Human Resources website at https://www.jsu.edu/hr/index.html scroll down and click on Information for Hiring Managers.

HIRING A UNIVERSITY STUDENT ASSISTANT: In the development of certain grant proposals or subawards PI/PDs may have funds budgeted to hire University Student Assistants (undergraduates). In addition, such awards or subawards may also have funds allocated to pay tuition and fees for a University Student Assistant. The Office of Human Resources has a procedure to follow to hire University Student Assistants. Any tuition and fees to be paid by a grant award or subaward should be based on the current Jax State tuition and fee amounts accessible on the Office of Student Accounts website at:
https://www.jsu.edu/bursar/fees/index.html

To employ a University Student Assistant (undergraduate) to work on a grant funded project follow these steps:

1) The process begins with a Requisition that can be created by contacting the Office of Human Resources for assistance or the faculty's department can initiate the request through the PageUp system. To access PageUp, go to the MyJaxState portal, and on the Human Resources card click Talent Management System (PageUp) and complete the form.

2) The grant award budget number (FOAP) to be used is determined by the PI/PD and the maximum time a University Student Assistant can work on a sponsored program cannot exceed 26 hours per week.

3) The Requisition is then routed to the Office of Human Resources for review and posted for recruitment. Note: If the final grant budget has a student mentioned by name a job posting will not posted publicly but the Office of Human Resources will create a "blind" post and provide the link to the supervisor and the student.

4) Once the faculty interviews the student and makes a hiring decision, the faculty or department initiates the contract for the student and the contract is then routed in the following order for signatures: Student Supervisor > Budget Manager > Human Resources Talent Acquisition > Student > Assistant Director of Athletics Compliance (if applicable or Director of International House and Programs (if applicable) > Human Resources Employment > Payroll.

5) Human Resources Talent Acquisition will then ensure the student has applied to the posting.

6) Human Resources Talent Acquisition will then send a New Hire Paperwork email to the student. Human Resources Talent Acquisition will then sign the contract.

7) After the contract is forwarded to the student and is signed, Human Resources Employment will be notified.

8) Human Resources Employment will then ensure all New Hire Paperwork is complete and will then process the contract and input the new student employee data into the Human Resources system.

9) The University Student Assistant can now begin work on the sponsored program.

HIRING A GRADUATE STUDENT: The process to hire a Graduate Student (Not a Graduate Assistant) based on a grant award or subaward is the same process for hiring a University Student Assistant above. Graduate students may also have tuition and fees paid by a grant award or subaward. Information can be accessed from the Jax State Office of Student Accounts at: https://www.jsu.edu/bursar/fees/index.html

HIRING A GRADUATE ASSISTANT: The process for hiring a Graduate Assistant is different than that for a University Student Assistant or a Graduate Student. Graduate Assistantships are awarded through the Jax State Graduate School which information can be accessed at: https://www.jsu.edu/graduate/assistantships/index.html. Graduate assistantships may be funded by a grant award or a subaward but must follow certain procedures outlined by the Jax State Graduate School.

TRAVEL: Travel is often a part of a funded grant award or subaward to Jax State. The Office of the Controller has the Travel Request process listed which can be accessed at https://www.jsu.edu/controller/procedures-instructions/docs/grant-budget-training-march-2024.pdf

EFFORT REPORTING: When a faculty or professional staff are to receive a salary or extra compensation paid by a grant award or subaward such individuals must complete Time and Effort Reporting Forms which provide auditing evidence the work to be done for such salary or extra compensation has been completed. The Office of the Controller has an information page on Effort Reporting which can be accessed at: https://www.jsu.edu/controller/procedures-instructions/docs/grant-budget-training-march-2024.pdf

PURCHASING GUIDELINES: To make purchases in support of a grant award project or subaward, PI/PDs must follow Jax State and Alabama Purchasing Guidelines which can be accessed at: https://www.jsu.edu/controller/procedures-instructions/docs/grant-budget-training-march-2024.pdf and by accessing the Office of Procurement and Fixed Assets website at https://www.jsu.edu/purchasing/index.html