Name the Newsletter Contest

Diane Walker, Director of Analytics and CRM

For a light hearted end to a productive semester, please take our survey to name the Office of Analytics newsletter. The Grants Newsletter is evolving to include analytics in Fall 2019. We would like you to help us name our newsletter. Please take this REALLY brief survey to Name the Newsletter. Include your name with your suggestions, and if one of your suggestions is selected, you will be recognized in the very first issue!

KSU’s Guidelines on Food-Related Expenses on Grants

Valerie Henry, Senior Accountant in Grants Accounting

The following general considerations apply whenever food costs are charged to a grant award:

- Food costs should appear in the project budget that was approved by the awarding agency.
- The costs must clearly and directly benefit the grant project.
- All food costs must be documented in a manner that makes it possible for a third party to easily determine how the costs benefitted the project. Itemized receipts, a list of attendees and their relationship to the project, and an agenda are required.

Food-related charges that can be allocated to grants must meet all three of the following conditions:

1. Fit into one of the following categories:
   - Travel
   - Conference
   - Participant or Research Subject Support
   - Other (must be specifically budgeted and approved by the sponsor)
2. Must be allowable under Uniform Guidance and/or the award terms and conditions.
3. Must adhere to Kent State policies.

Travel meals for Kent State employees in “travel status” are reimbursed at the per diem rate per Administrative Policy Regarding Travel Regulations.
Kent State University’s Guidelines on Food-Related Expenses on Grants (continued)

All other food-related expenses are reimbursed at actual cost per Administrative Policy Regarding Business Meals and Hospitality unless the grant agreement specifies otherwise.

Travel Meals
A person must be in “travel status” in order for their meals to be charged to a grant award. The travel should be in the approved grant budget, and the meal expense must be consistent with Kent State policy. A meal purchased when a person is not in “travel status” is typically considered a personal expense and may not be charged to a grant.

Examples – Travel Meals
A PI in travel status has lunch or dinner with a colleague while at a conference. The PI’s meal is allowable as a travel expense. The colleague should pay for their own meal.
A collaborator from a university in another state comes to Kent to confer with Kent State’s PI and the two go out to dinner. The collaborator’s meal can be charged to the grant if meals are budgeted since they are in travel status. However the grant award cannot be charged for the PI’s local business meal.

A post-doc being recruited to fill an open position on a research grant travels to Kent State. Their meal can be charged to the grant since they are on travel status. Meals for any accompanying Kent State Employees (including the PI) cannot be charged to the grant.

Conferences Hosted by Kent State (Not Common)
This section applies when the primary purpose of a grant award is to organize and/or host a conference or formal meeting. Uniform Guidance (UG) defines “conference” as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the host institution (Kent State) AND necessary and reasonable for successful performance under the award. Some sponsors, including NIH and NSF, have terms that are more restrictive than UG. Please refer to the award’s terms and conditions for any specific treatment of expenses.

Generally, conference meals/refreshments are allowable only under the following circumstances:

- The conference is undertaken to further the goals of the grant project.
- The associated food costs appear in the approved project budget.
- There is a formal agenda for the conference and an attendee roster.
- Participants come to the conference from different locations.
- Meals/refreshments provided are necessary to accomplish legitimate conference business.

Examples – Conferences and Meetings
Lunch and refreshments provided for a periodic all-day meeting of collaborators on a program project (with formal agenda and participants from different locations) would be allowable so long as it was included in the sponsor approved budget.

In contrast, grant funds should not be used to provide food for meetings attended only by Kent State grant project staff. A “welcome lunch” for a new project team member would not be allowable.

Participant and Research Subject Support
Participant Support and Research Subject costs are explicitly budgeted and will appear in the approved budget from the sponsoring agency. Please refer to the award’s terms and conditions for any specific treatment of these types of expenses.
Projects with Participant Support may include meals, refreshments, and/or food-related expenses for participants when the project is being conducted for their benefit. These programs are typically educational or outreach in nature.

Meals, refreshments, and/or food-related expenses for research subjects are allowable on grant projects assuming all human subject compliance requirements are in place and the costs are part of the approved project budget.

Examples – Participant and Research Subjects
A summer day camp to foster interest in STEM-related fields is being conducted for middle-school girls. A boxed lunch provided each day could be allowable depending on the approved budget and the funding agency’s guidelines.

A research study is being conducted to help discover how potatoes can improve heart and gut health. Bottled water provided to potential subject volunteers during the initial consultation could be allowable depending on the approved budget and the funding agency’s guidelines.

Other Business Meals (Not Common)
There may be other cases where food-related costs are allowable to sponsored projects. In such cases there must be a compelling reason why the business could only be conducted over a meal. Additionally, per university policy, business meals or hospitality expenditures are not permissible on sponsored programs unless specifically authorized as part of the grant or contract.

- The meal must be specifically included in the grant budget approved by the sponsoring agency.
- The cost must be reasonable and reflect the action a prudent person would have taken at the time the cost was incurred.

Examples – Other Business Meals
The university has an award from a foreign institution to provide a culturally enriching experience for their English as a Foreign Language students traveling to the United States. Funds have been budgeted for an end of program banquet. Food and food related expenses for the banquet would be allowable as long as they conform to Uniform Guidance, the sponsor’s terms and conditions, and Kent State policies.

Food Related Expenses Unallowable on Sponsored Projects
- Meals for the purpose of discussing future projects.
- Intramural (all KSU personnel) project meetings to discuss progress on the grant.
- Alcohol, even if the meal itself is allowable.

These guidelines are for Principal Investigators in charge of grant awards and those approving charges to such awards. They draw on Uniform Guidance 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); the guidelines of federal agencies such as the National Institutes of Health and the National Science Foundation; and Kent State University policy.

References
NIH Grants Policy Statement, see 7.9.1 Selected Items of Cost -Meals
NSF PAPPG, see Proposal Preparation Instructions, Proposal Content, Budget and Budget Justification, Section xiii (b) Meals and Coffee Breaks
NIFA Terms and Conditions, see Allowable Costs – Meals
Uniform Guidance, See 200.438 Entertainment costs, 200.456 Participant support costs, 200.474 Travel costs, and 200.432- Conferences
Kent State University Administrative policy regarding travel regulations (in-state and out-of-state)
Kent State Stark’s Catering Guidelines

Stephanie Monastra, Director, Conference Center

Effective Monday, April 1, all catering orders will need to be submitted through University Dining Services, separately from the EMS system. Please continue to use EMS to reserve space for your meeting or event. To submit your catering order, please visit https://www.kent.edu/stark/catering-services and click “Begin Catering Order.”

As a reminder, when there is a university contract with a preferred vendor, all purchases of goods and/or services using university funds must be made from those vendors. As the university’s new strategic partner, Aramark (University Dining Services) has the “right of first service” for on-campus catering events. For on-campus catering events, Aramark (University Dining Services) decides on their capacity to fulfill catering requests. If University Dining Services cannot fully meet the expectations of a catering request, the use of an outside vendor may be requested and the “right of first service” waived. To make a formal waiver request, please complete and submit a Food Refreshment Waiver Request Form.

The following represent the only standing exceptions to this right of first refusal:

1. **Personal Food Items.** Personal food items purchased with personal funds including but not limited to bagged lunches from home, birthday cakes, cookie exchanges, office potlucks, and similar items brought to campus. Personal food items purchased with personal funds for this purpose may not be otherwise reimbursed later with University funds.

2. **Pizza.** The purchase of pizza with University funds for an on-campus catering event, whether single or in bulk, of any dollar amount.

3. **Events Equal to or Less Than $200.00.** An on-campus catering event costing equal to or less than $200.00 for any event at any time from any vendor, provided that a written estimate is secured prior to the event or the commitment of University funds.

For Events More Than $200.00. A Food Refreshment Waiver Request Form must be completed and approved for all instances where catering is brought onto campus from an alternate provider (Non-Aramark). Responses to all waiver requests will be sent within 7 business days upon receipt. All decisions whether to grant or deny waiver requests are final.

For further information, please contact Stephanie Monastra, smonas@kent.edu or 330-244-3506 (5-3506 on campus).

To place an order, please contact Kimberly Blouir, Kent State Catering – University Dining Services, blouir-kimberly@aramark.com or 330-268-1640 (cell).
Kent State Stark Grant Activity Update

Table 1 displays grant submissions by quarter and outcomes and award rates for the corresponding quarterly grant submissions. Through the first month of the final quarter of fiscal year (FY) 2019, 57 grant proposals, valued at approximately $1.1 million, have been submitted; 35 have been awarded, valued at $430,155; and 9 are pending, valued at $541,668. To date, in FY 2019, Kent State Stark’s grant award rate is 73% (#) and 76% ($) and the average grant award is $12,290.

Table 1

<table>
<thead>
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<th>Kent State University at Stark</th>
<th>Grant Activity by Quarter by Submission Date</th>
<th>April 30, 2019</th>
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<tr>
<td></td>
<td>Number of Submissions</td>
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<td>FY2019 Total *</td>
<td>57</td>
<td>3</td>
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</tbody>
</table>

* incomplete data

Grant Awards

Kent State Stark faculty members were awarded the following external grant:

- **Greg Smith, Ph.D.,** and **Robert Hamilton, Ph.D.,** Herbert W. Hoover Foundation Grant, with subaward to Michael Beck, Ph.D., University of California, Santa Cruz, ($100,000).

Grant Submissions

Kent State Stark staff and faculty members submitted the following external grant proposals:

- **Greg Smith, Ph.D.,** and **Robert Hamilton, Ph.D.,** Herbert W. Hoover Foundation Grant, with subaward to Michael Beck, Ph.D., University of California, Santa Cruz, ($100,000).
**Funding Opportunities for Faculty and Staff**

The following is a list of grants, awards, and competitions listed by educational area with upcoming deadlines. Please contact Theresa Ford (tford15@kent.edu or x 53580) if you have any questions regarding an opportunity on this list or wish to apply to one.

**African American Success**

- **African American Success Foundation**, [Lydia Donaldson Tutt-Jones Memorial Research Grant](#), ($5,000), research to study African American success, particularly in the area of education, to encourage the building of the science of African American success by studying those attitudes and behaviors that cause people to attain academic success, deadline June 7, 2019.

**Arts and Humanities**

- **Aaron Siskind Foundation**, [Individual Photographer’s Fellowship Grant](#), ($15,000), supports individual artists working in photography and photo-based art who are professionally active and show promise of future achievement in the medium, deadline May 31, 2019 ($25 application fee).
- **American Philosophical Association**, [Diversity and Inclusiveness Funding](#), (up to $20,000), support of projects that increase the presence and participation of women, racial, and ethnic minorities, LGBTQ+ people, people with disabilities, people of low socioeconomic status, and other underrepresented groups at all levels of philosophy; [Small Grant Funding](#), (up to $5,000), for projects that benefit the field of philosophy, must be an APA member, deadline June 30, 2019.
- **Artfully Reimagined**, [Reimaginelt Grant](#), ($100 - $500), to individual artists to help launch or support careers in repurposed art, no deadline.
- **Bemis Center, Omaha, Nebraska**, [Artist Residency](#), ($1,000/month stipend and $750 travel stipend), supports artists thorough an international artist-in-residence program, deadline May 17, 2019 (application fee of $40).
- **College Art Association**, [Millard Meiss Publication Fund](#), supports book-length scholarly manuscripts in the history of art, visual studies, and related subjects that have been accepted by a publisher on their merits but cannot be published in the most desirable form without a subsidy; applicant authors and presses must be institutional CAA member, deadline September 15, 2019.
- **Conference on College Composition and Communication**, [Advancement of Knowledge Award](#), to honor empirical research published in the previous two years that has done the most to advance writing studies; nominee must be a member of CCC and/or the National Council of Teachers of English, deadline July 15, 2019.
- **Creative Capital**, [Arts Writers Grants Program](#), ($15,000 to $50,000), published authors who identify as art historians, artists, critics, curators, or writers strongly engaged with the contemporary visual arts are eligible to apply for four award categories: articles, blogs, books, and short-form writing, deadline May 20, 2019.
- **Knight Foundation**, [Emerging City Champions Fellowship](#), ($5,000), seed funding to implement one community project in one year; projects must address public space, mobility, and/or civic engagement challenges in the community and must be based in 1 of 26 cities where Knight Foundation invests (Akron); applicants may be activists, educators, tactical urbanists, designers, artists, entrepreneurs, et al, deadline May 12, 2019.
- **Ohio Humanities Council**, [Monthly Grants](#), ($2,000), deadline 1st business day of month; [Media Planning Grants](#), ($2,000), deadline 1st business day of month; [Cultural Heritage Tourism Planning Grant](#), ($2,000) deadline 1st business day of month; [General Grants Program: Quarterly Grants](#), ($5,000); and [Major Grants](#) (up to $20,000).
- **Pollock-Krasner Foundation**, [Grants for Artists in Need](#), (size of award varies), dual criteria for grants are recognizable artistic merit and financial need, whether professional, personal, or both to individuals who have worked as artists over a significant period of time, deadline open.
- **Women’s Studio Workshop**, [Art-in-Education Artist Book Residency](#), ($350/week stipend up to 10 weeks, $750 materials, $250 travel within US, housing, and 24/7 studio access) support for 2 emerging women artists who are interested in creating a new artist’s book and in teaching young people, deadline November 15, 2019.
- **Women’s Studio Workshop**, [Studio Residency Grant](#), ($350/week stipend, up to $500 for materials, up to $250 for travel, free housing, and 24/7 studio access), a six to eight-week residency for artists to create new work in any of our studio disciplines: intaglio, letterpress, papermaking, screenprinting, photography, or ceramics, deadline June 1, 2019.

**Civil Society**

- **Herb Block Foundation**, [Citizen Engagement Projects](#), (up to $25,000), supporting projects that advance citizen education and lead to greater voter participation in the electoral process, deadline June 5, 2019 (LOI) and July 11, 2019 (invited proposals).
K-12 Support
- NWEA, Educators for Equity, ($10,000) to help schools foster academic growth and achievement for pre-K-12 students who face systemic barriers to academic opportunities, deadline June 30, 2019.

Multiple Disciplines and Themes
- J. M. Kaplan Fund, Furthermore Program, ($1,500-$15,000), supports nonfiction book publishing projects related to the urban experience; natural and historic resources; art, architecture, and design; cultural history; and civil liberties and other public issues, deadline September 1, 2019.

Nursing & Health
- NLN Foundation for Nursing Education, Scholarship Awards, (up to $8,000), to assist in the completion of graduate education, which could include tuition, support for dissertation or thesis, or travel for attendance at an onsite internship or classes, deadline May 29, 2019.
- Oncology Nursing Foundation, Cancer Public Education Project, (up to $5,000), to projects that enhance the public’s knowledge and awareness of cancer prevention, detection, and treatment modalities, deadline June 15, 2019.

Social Sciences
- American Sociological Association, ASA Community Action Research Initiative Grant, (up to $3,000) for projects that bring social science knowledge and methods to bear in addressing community-based problems, deadline August 31, 2019.
- Public Welfare Foundation, Criminal and Social Justice Programs, supports groups working on sentencing reform at the state level and working on ending the criminalization and over-incarceration of youth in the US and policy and system reforms to improve the lives of low-wage working people in the US, deadline rolling (Letters of Intent).
- Retirement Research Foundation, Responsive Grants: Projects in Aging, includes advocacy projects, professional education and training projects, and research projects with national relevance, deadlines June 15, 2019 (option letter of inquiry, will receive feedback) and August 1, 2019 (full proposal).
- Russel Sage Foundation, Russell Sage Foundation/Carnegie Corporation Initiative on Immigration and Immigrant Integration, Immigration and immigrant Integration Research, (up to $150,000 over 1-2 years), for innovative research on the effects of race, citizenship, legal status and politics, political culture and public policy on outcomes for immigrants and for the native-born of different racial and ethnic groups and generations, deadline May 23, 2019 (letter of inquiry).
- Russell Sage Foundation, Small Grants in Behavioral Economics, to support high quality research in behavioral economics and to encourage young investigators to enter this developing field, deadline rolling.
- Smith Richardson Foundation, Domestic Public Policy Program, ($25,000 - $104,000), supports projects that help the public and policy makers understand and address critical challenges facing the United States, deadline open (Concept Paper).
- Sociological Initiatives Foundation, Sociological Research, (up to $20,000), supports research projects focused on social policy; institutional and educational practices; linguistic issues (e.g., literacy, language loss and maintenance, language policy, language and national security, bilingualism, language and gender, language and law, language disabilities, language and health, language and education, different language cultures); and community capacity and the organization of previously unorganized groups, deadline August 16, 2019 (concept proposals).

Special Collections/Research Libraries – Travel & Research Grants
Please note that many of these grants encourage scholars to call the library before applying, and many have specific time periods covered by the fellowship for library/collections use. Listed in order of upcoming deadlines; those with no deadlines are listed first.
- Smith College Libraries, Grants for Researchers, ($1,000 - $2,500)
  o Margaret Storrs Grierson Fellowship, Friends of the Smith College Libraries Fellowship, and German Fellowship, for research in the Sophia Smith Collection and College Archives, to support 4-6 week visits, ($2,500).
  o Mortimer Fellowship, for research in the Mortimer Rare Book Collection, ($1,000).
  o Travel-to-Collections Awards, ($1,000) to offset travel expenses for researchers in Special Collections at Smith College and to support researchers at the pre-proposal stage who would like to survey holdings.

Applicants are strongly encouraged to contact Amy Hague, Research Services Archivist, (ahague@smith.edu) before applying, no application deadline.
- University of Southern California Libraries, Grants,
  o Research Grants for German Exile Studies, for scholars whose work would benefit from access to German exile study materials, no deadline.
Special Collections/Research Libraries – Travel & Research Grants (continued)

- University of Connecticut, Thomas J. Dodd Research Center, Rose and Sigmund Strochlitz Travel Grants, ($1,500), deadline June 30, 2019.
- University of Southern California Libraries, Grants,
  - Wallis Annenberg Research Grants, (up to $1,000), to scholars whose work would benefit from access to primary source materials held in the USC Libraries archival and book collections, deadline September 15 or March 15.

STEM, Environment

- American Association for the Advancement of Science, AAAS Early Career Award for Public Engagement with Science, recognizes early-career scientists and engineers who demonstrate excellence in their contribution to public engagement with science activities, deadline for nomination is August 1, 2019, or AAAS Award for Public Engagement with Science, deadline for nomination is August 1, 2019.
- Muskingum Watershed Conservancy Foundation (MWCD), MWCD Grants, supports conservation, outdoor recreation, and other issues that relate to the MWCD’s mission for projects on or adjacent to Muskingum Watershed Conservancy District (MWCD) lands and waters, deadlines June 30, September 30, December 31, and March 30.
- National Geographic, Participatory Science, (up to $30,000), supports the development or innovative use of data-driven, technology-powered tools that increase the understanding, preservation, and protection of our planet – tools that support citizen science work, particularly data collection or data analysis, in ways that create learning experience for citizen scientists, including students, deadline rolling.
- Ohio EPA, Ohio Environmental Education Fund, (up to $5,000 – mini grant; $5,000 - $50,000 –general grant), 5 targeted areas of focus: (deadlines July 9, 2019 for letter of intent and July 16, 2019 for application)
  1. Projects that encourage pre-school through university students to explore careers in the environmental sciences and environmental engineering
  2. Projects that encourage and explain the importance of habitat restoration efforts to increase biodiversity and improve air and water quality
  3. Projects that demonstrate and encourage the reduction of air emissions
  4. Projects that demonstrate and encourage the use of innovative storm management practices
  5. Projects that demonstrate and encourage best management practices for nutrients, including targeted efforts to reduce nutrient loadings to rivers and streams from urban and rural areas
- Ohio Space Grant Consortium, Student-Innovative-Creative-Hands-On Project (SICHOP), ($5,000 with 1:1 match where unrecovered or waived indirect costs can count as match), for undergraduate student hands-on projects with a faculty mentor, deadline: proposals accepted at any time.
- Tell Every Amazing Lady (T.E.A.L.) About Ovarian Cancer Louisa M. McGregor Ovarian Cancer Foundation (up to $40,000) to support in ovarian cancer studies, deadline May 31, 2019.
- Waste Management, Charitable Giving, programs that WM is most motivated to support: environment (renewable resources, conservation, preservation/enhancement of natural resources), environmental education targeted at middle and high school students, including Earth Day projects, and causes important to the areas where WM operates, deadline rolling.
- Wildlife Acoustics, Bioacoustic Research Projects, (bioacoustics monitoring equipment valued at up to $5,000), in support of bioacoustics research efforts, deadline May 15, 2019.

Student Success

- Kent State University, Division of Student Affairs, Seeds of Wellness Program grant, (up to $1,000), a mini-grant program that provides investment for initiatives that reflect Kent State’s investment in health and wellness – for engagement and education - across the university system. Priority areas include alcohol and other drug use, mental health, nutrition, physical activity, preventive care, safety, sexual health, smoking and tobacco use, deadline rolling basis until funds are exhausted.

Youth

- Best Buy Foundation, Community Grants, (up to $15,000), supports equitable, innovative, and impact-driven programs focused on enhancing the lives of youth between the ages of 13 to 18 through technology-enabled curricula, deadline May 31, 2019.