

**STRATEGIC FINANCIAL PLANNING
SANTA CLARA UNIVERSITY**

**GUIDELINES
FOR
BUDGETING AND FINANCIAL MANAGEMENT OF CURRENT OPERATIONS

UNIVERSITY INTERNAL GRANTS**

University Internal Grants are awarded in three general categories to enhance the curriculum, to support scholarly and creative work, to encourage innovation, and to strengthen administrative support for core educational programs and strategic priorities.

- Research and Curriculum Development Grants
- Faculty Professional Development Grants
- Technology Innovation Grants

I. RESEARCH AND CURRICULUM DEVELOPMENT GRANTS

Research and curriculum development grants are awarded to faculty to support their scholarly and creative work, refresh the curriculum, and develop curricular and pedagogical innovations. Research and curriculum development grants are awarded to faculty through a competitive process for a specific research or curriculum development project with a specified period of time by the President, the Provost, a school, or a University center of distinction. *Awards made to faculty to recognize exceptional performance or service (e.g., Faculty Senate Professor Award, Brutocao Award for Teaching Excellence, Dean's Faculty Award) are compensation for the individual and are handled as a supplemental pay through the University payroll subject to the applicable policies and procedures.*

Research and curriculum grants are transacted consistent with applicable policies, procedures, and guidelines for University internal grants and are charged to the appropriate operating fund when the transfer is made to set up the grant in the appropriate internal grant fund. The dean of the respective school is responsible for ensuring that all expenditures of internal grant funds are consistent with applicable University policies and procedures.

Faculty and staff salaries and other pay may not be included in research and curriculum development grants. Compensation of faculty and staff in support of a research and curriculum development grant is transacted in the appropriate operating fund. Other expense categories may be included in research and curriculum development grants as appropriate to the specific grant.

Equipment, software, and other tangible items purchased with grant funds remain the property of the University.

Unspent grant funds at the expiration date of the grant are transferred back to the source of the grant unless an extension has been authorized by the grant administrator. Any overdraft of a grant fund is covered by the department or school of the grant recipient.

II. FACULTY PROFESSIONAL DEVELOPMENT GRANTS

Faculty professional development grants are awarded to faculty to support their professional development needs at different stages of their careers as teaching scholars. Faculty professional

development grants are awarded to faculty to provide general support for their work as a teaching scholar appropriate to each stage of their career, not for a specific research or curriculum development project with a specified period of time. Faculty professional development grants are generally awarded by a school, but may also be awarded by the President, the Provost, or a University center of distinction. *Awards made to faculty to recognize exceptional performance or service (e.g., Faculty Senate Professor Award, Brutocao Award for Teaching Excellence, Dean's Faculty Award) are compensation for the individual and are handled as a supplemental pay through the University payroll subject to the applicable policies and procedures.*

Faculty professional development grants are transacted consistent with applicable policies, procedures, and guidelines for University internal grants and are charged to the appropriate operating fund when the transfer is made to set up the grant in the appropriate internal grant fund. The dean of the respective school is responsible for ensuring that all expenditures of internal grant funds are consistent with applicable University policies and procedures.

Faculty and staff salaries and other pay may not be included in faculty professional development grants. Compensation of faculty and staff in support of a faculty professional development grant is transacted in the appropriate operating fund. Other expense categories may be included in faculty professional development grants as appropriate to the specific grant.

Equipment, software, and other tangible items purchased with grant funds remain the property of the University.

Unspent grant funds when a faculty member leaves the employment of the University are transferred to the school operating reserve. Any overdraft of a grant fund is covered by the department or school of the grant recipient.

III. TECHNOLOGY INNOVATION GRANTS

Technology innovation grants are awarded to encourage and support innovative uses of technology by faculty, staff, and organizational units to improve teaching and learning, to support faculty scholarly and creative work, and to enhance the provision of services to the campus community. Technology innovation grants are awarded to faculty, staff, and organizational units through a competitive process for a specific project with a specified period of time by the Technology Steering Committee through the Office of the Vice Provost for Information Services and Chief Information Officer.

Technology innovation grants are transacted consistent with applicable policies, procedures, and guidelines for University internal grants and are charged to the Education and General Fund when the transfer is made to set up the grant in the appropriate internal grant fund. The dean, vice provost, or associate/assistant vice president of the respective school or administrative unit is responsible for ensuring that all expenditures of internal grant funds are consistent with applicable University policies and procedures.

Faculty and staff salaries and other pay may not be included in technology innovation grants. Compensation of faculty and staff in support of a technology innovation grant is transacted in the appropriate operating fund. Other expense categories may be included in technology innovation grants as appropriate to the specific grant.

Equipment, software, and other tangible items purchased with grant funds remain the property of the University.

Unspent grant funds at the expiration of the grant are transferred back to the operating budget of the

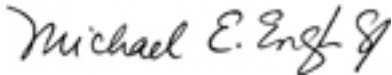
Chief Information Officer unless an extension has been authorized by the CIO. Any overdraft of a grant fund is covered by the department, school, or administrative division of the grant recipient.

IV. FINANCIAL STRUCTURE AND TRANSACTIONS


University Internal Grants are transacted in the internal grant non-operating fund series (funds 14xxx) using an accounting distribution string designated by the grant administrator consistent with the applicable guidelines.

Internal grants are funded in the current operating budget and are transferred to the appropriate internal grant fund when awarded. Transfers for internal grants are charged to the appropriate operating fund when the transfer is made to set up the grant in the appropriate internal grant fund.

Transfers from a current operating fund to set up internal grants are budgeted using budget account *TROING – Transfers for SPO and Internal Grants* and are transacted using transaction accounts *5963 – Transfers from Operating Funds* and *8978 – Transfers to SPO and Internal Grants*. Transfers of unspent internal grant funding when a grant is closed are transacted using accounts *5965 – Transfers from SPO and Internal Grants* and *8975 – Transfers to Operating Funds*. All expenditures associated with an internal grant are transacted in the designated internal grant fund and accounting distribution string using the appropriate account transaction codes consistent with the applicable procedures.



Michael E. Engh, S.J.
President



Robert Warren
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