

**NC Department of Administration
Sponsored (grant funded) Programs Policy & Practice Guide**

Application Procedures & Fiscal Management Guide

Grants/Contracts	The Secretary of the Department of Administration (DOA) is delegated to be the administrative authority to approve and execute certain grant/contract proposals, including applications for funding.
Contract Tracker	The standard DOA Contract Tracker is used for all grant proposal approvals and signed by the Secretary, Deputy Secretary of Advocacy, and Chief Financial Officer (CFO) before proposals are submitted to a funding agency. As stated on the form, a minimum of fifteen (15) working days must be allowed to obtain all signatures.
Budget Approval	<p>To ensure that standard and allowable budgetary practices (State and Federal) are followed, the CFO (or designee) will approve all budgets. The following documents must be presented to the CFO to facilitate the approval: Project Summary/Abstract, Budget Narrative, and Internal Budget Pages (as adopted by Carly Crim).</p> <p>The Internal Budget Pages must be signed by the Advocacy or Division Director, CFO, Deputy Secretary, and Secretary.</p> <p>The DOA grant writer cannot make budgetary decisions beyond compliance with instructions. In consultation with the grant writer and Fiscal Management, care should be taken by the applicant office to ensure that the requested amount is sufficient to complete the proposed project and is within sponsor parameters.</p>
Personnel Costs	Effective July 1, 2014, the employee benefit rates that should be reflected on grant budgets is: Workers Compensation 2.0%, Unemployment 1.8%, FICA 7.65%, Retirement 15.21%, and Medical \$5377.44/YR.
Direct Costs	Direct costs must be reasonable, allocable, allowable, and treated consistently in budgeting and expending.
Facilities and Administrative (F&A) Costs (Indirect Costs)	<p>Costs not specifically identified with a particular project or other DOA activity shall be considered Facilities and Administrative (F&A) costs. The total indirect cost rate is 10% as provided, per 45 CFR §75.414(f).</p> <p>A 5% allowance of the F&A costs on all grant budgets will be reserved for services provided by the Fiscal Management Office on sponsored programs.</p>

Unallowable Costs	Unallowable costs include – but are not limited to – advertising, alcoholic beverages, fundraising, fines and penalties, lobbying, and entertainment.
Effort Certification (CFR Part 200 §200.430)	DOA Advocacy/Division directors or /managers of sponsored programs are required to develop and utilize a method of documenting employee effort performed on sponsored projects.
Salary	DOA Human Resources will consult on all new positions written into grant proposals, including job classification and salary and whether permanent or temporary. Permanent positions must be approved by Government Operations (Gov Ops) prior to hiring; however, positions can be written into a grant proposal application (if allowed by Sponsor) and the sponsored program documents used as support for request to Gov Ops, post funding. Additionally, salaries on federal grants must comply with CFR Part 200 §200.430.
Subrecipient	When DOA subcontracts part of an award to another organization, DOA remains fully responsible to the sponsor for the entire award.

Formatting Guide

Manual of Style	<i>The Publication Manual of the American Psychological Association, Sixth Edition</i> (APA Manual) will be followed on all grant proposals, unless another style is specified in the application instructions. The APA style is the accepted writing style for most grant proposals and all behavioral and social sciences. Style manuals prescribe the format of tables, references and citations, grammar and punctuation, and other matters of writing style.
Fonts	Most Federal funding agencies dictate the acceptable font style(s) for proposals. Times New Roman (TNR), 12 point font (10 point in footnotes) is most often prescribed and will be used by default where options are allowed. However, where fonts other than TNR are prescribed, the smallest permissible font will be used to allow for the maximum number of words.
Line Spacing	All applications will be double spaced, per instructions. The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.