Research Grant Spending Regulations

1. Proposal Approvals, Agreements and Correspondence

a. Roles:
   i. The role of the Academic Office is to ensure that the research projects of the University are consistent with the mission and priorities of the University.

   ii. The role of the Research Coordinator is to support the Project Leader, encourage research, and facilitate communication among the various University personnel involved with various aspects of the research and its funding.

   iii. The role of the Project Leader is to conduct the project in keeping with the University’s policies and procedures as well as in keeping with the approved agreement with the funding agency. The Research Coordinator serves the Project Leader as a support and resource.

   iv. The role of the Finance Office is to ensure that University expenses and accounting documentation are maintained for the purpose of financial monitoring and reporting to the funding agency.

   v. The role of the Development Office is to ensure that there is a coordinated and comprehensive listing of the University’s relationships with external funding agencies.

b. Bethlehem University Approval of Proposal Budget: Before a proposal for a research grant or a funding proposal from an outside agency or organization is submitted to a funding agency, the Project Leader must submit the proposal at least four (4) weeks before the due date to the Coordinator for Research who shall submit the proposed project to the Finance VP to review the budget of the proposed project and ensure that appropriate expenses and financial liabilities of the University are addressed. The Finance VP shall provide the Research Coordinator with feedback about the proposed budget within one week of its submission.

c. Bethlehem University Approval of Proposal:

   i. The Research Coordinator shall submit the funding proposal along with the Finance VP’s approved budget to the Academic VP. The Academic VP shall provide the Research Coordinator with a decision regarding the proposed project’s consistency with the teaching, research and service mission of the University within one week of its submission.

   ii. The Research Coordinator shall submit the funding proposal along with the Finance VP’s approved budget and the Academic VP’s concept approval to the Vice Chancellor. The Vice Chancellor shall provide the Research Coordinator with a decision regarding the project proposal’s final University approval within one week of its submission.

d. Adherence to Signed Agreements: Signed agreements and the budgets attached to them must be adhered to by the Project Leader very carefully. Time schedules for work performed and reporting to funding agencies must be adhered to exactly. The Grants Comptroller shall monitor adherence to budget requirements and inform the Development Office when funding for a project is received.
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e. **Agreement Modification Requests:** The Project Leader must formally inform the Research Coordinator of any requests for modifications in spending or other terms of the agreement before the request is submitted to the funding agency for its approval. The Project Leader must ensure that official copies of any and all communications from the funding agency regarding approved modifications to the agreement are provided to the Grants Comptroller in the Finance Office.

2. **Budgets, Spending and Reporting**

a. **Responsibilities:**
   i. The Project Leader is responsible to adhere to the rules and regulations of the University and of the funding agency. Financial reports should be approved by the Vice President for Finances before submission to the relevant external agency. The Project Leader shall present to the Research Coordinator within three (3) months of a project deadline (or final financial report) any recommendations for the use of any unspent funds and shall do so prior to seeking formal approval of such recommendations from the funding agency. The Project Leader shall present any approved budget modifications to the Finance Office for review.

   ii. The Finance Office is responsible to ensure the donors that all research grant expenditures are in keeping with the signed agreements and specified budgets. Consequently, the Project Leader is accountable to the Finance Office in this regard. The Finance Office has the right and duty to make sure that all expenditures are according to University rules and regulations as it is officially accountable to external auditors and the higher University Boards.

b. **Budget Planning:** Budgets must be planned carefully by the Project Leader in formulating proposals to avoid the complications that may be caused by under-budgeting or over-budgeting. The Finance Office can serve as a resource for assistance in this area. Budgets in new proposals must be reviewed and approved by the Vice President for Finance and Planning.

c. **Spending:** Spending in any project should be according to approved budgets or pre-authorized changes and according to University rules and regulations. Transparency and accountability must be maintained at all times.

3. **Subcontracts**

a. **Requesting Subcontracts:** The request to issue new subcontract forms should be submitted to the Finance Office at least one month prior to the starting date of the work. The job descriptions outlining the terms and conditions for these positions should be submitted to the Research Coordinator one month prior to the starting date of the work.

b. **Selecting Research Assistants/Associates:** Project leaders are responsible to adhere to the University’s policies and procedures for hiring their research assistants/associates, setting their terms and conditions of work, and monitoring and supervising them.
c. **Terms of Service:** Subcontracts are issued for a maximum period of 11 months and there should be a one month gap between two consecutive subcontracts. The Research Coordinator might suggest some limit as to the maximum number of years for a sub-contractor to be hired.

d. **Salaries:** Monthly salaries paid depend on the amount of funding available in the grant and are determined by the Finance Office upon the recommendation of the Project Leader. As a general rule, they should be similar to the basic salaries paid to regular university employees with the same qualifications. However, people hired on subcontracts are not eligible for other fringe benefits enjoyed by regular university employees like annual leave, health insurance, severance pay and provident fund. If the research grant budget has adequate funding, given the lack of regular University fringe benefits for research assistants/associates as mentioned above, the Project Leader may elect to recommend payment up to an amount equivalent to this expense as an additional monthly amount for the research assistants/associates provided that the project budget has adequate funds.

4. **Local Transportation**

a. Local transportation is defined as travel within the country from and to the University. Some documentation should be provided to justify requests, including details about the venue and the purpose of the meeting or trip.

i. University cars are available for such use and it is preferred that they be used, if at all possible.

ii. Should the use of a University car be impossible due to external circumstances, a researcher may use one of two options.

1. The first is to use his/her private car, and the University will reimburse at the rate of NIS 1 per kilometer (in such cases, it is the responsibility of the researcher to ensure that he/she has adequate insurance coverage).

2. Alternatively, public transportation may be used and receipts may be presented for reimbursement. In all instances, it is understood that a local travel budget is available in the grant.

5. **Travel Policy**

This travel policy applies to research grant expenditures only and covers lodging, transportation, meals and any other reasonable expenses. All other travel is reimbursed on actual costs of lodging, transportation and meals in accord with regulations pertaining to University sponsored travel. All submitted invoices should be reasonable and cover customary fees. Lodging is coordinated in such instances by the purchasing manager.

a. **Transportation expenses** are covered to and from the airport at both ends of the journey (and across the border to Jordan, if travel is through Jordan), provided official receipts are presented. Airline tickets are purchased through the purchasing manager.
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b. Per Diem rate:

i. $120 per day covers hotel and food costs provided there is an overnight stay. No receipts or supporting documents required.

ii. Late returns (flights starting after 6:00 p.m.) are compensated at one half a per diem ($60) to cover meals. No receipts are required. Extended stopovers in transit lasting more than 4 hours may claim up to $20 to cover food costs upon submission of receipts.

iii. Should the per diem prove insufficient at the $120 rate, the researcher can claim up to an additional $30 per day, provided invoices and supporting documents can be presented for the full amount (maximum of $150).

iv. Any payment over and above the afore-mentioned limits can only be paid if the regulations and the budget of the grant allow it. In such cases the maximum allowable will be $200 provided invoices are provided for the full amount. In such instances it would be the responsibility of the researcher to present the per diem policy allowed by the signed agreement.

6. Purchasing & Services

All purchases must be carried out through the University’s Purchasing Office and in keeping with the University’s purchasing policies. Note must be taken of the special needs at the end of a fiscal year (August), particularly the need to close out accounts and pay all outstanding invoices at that time.

a. Bookstore, Print-Shop, and Related Supplies: Purchase of supplies that the University normally carries should be done from the existing University units such as the bookstore, print-shop, etc…

b. Mail should be sent through the bookstore.

c. Outside Vendors: Should the services of outside vendors be needed, a preauthorization is needed and the purchase should be coordinated through the purchasing office.

d. Emergency Purchases: In case of an emergency, the above procedures may be waived, but the proper individuals should be alerted on the first business day thereafter.

e. Reimbursement requests should include original receipt and be submitted within two weeks of incurring the expense.