Internal Grant Account Policy (IGA)

Revision Effective: 2013 January 2 (previously known at 2/9th’s Policy)

To help new faculty get established with a solid research and professional development program, Kettering University may award an IGA as part of the new faculty member’s employment package. Additionally, the IGA is utilized to manage faculty distributions received from sponsored projects at Kettering University.

The Office of Sponsored Research (OSR) will administer all IGA’s. The OSR will open the accounts and process any deposits and transfers. However, the Department Head will be the responsible party for all expenses and ensure reporting requirements are met. Most expense requests require approval by the faculty member and Department Head. Refer to the Authorized Approval List for Index Number 350*** for specific approval requirements. The faculty member and department head can obtain access in Banner to view balance and expense history. Any student support, including co-op, casual, and full-time researchers, will be processed through the department via the OSMS system and require system approval by the DH and Provost. Required benefit package for full-time employees will be charged at the current Kettering University rate. The Human Resources department should be advised via the OSMS request to automatically process these transfers. The faculty member will be responsible for monitoring the students hours.

If the faculty member’s employment is terminated for any reason, voluntarily or involuntarily, any balance remaining in the IGA fund will be forfeited and transferred to the research designated account (RII).

Although the primary purpose of both types of funds is to support faculty research and professional development, the guidelines are slightly different and are outlined below.

New Faculty Funds:

The IGA proposal is developed by a potential new faculty member during the employment negotiation process. The proposal is reviewed and approved by both the Department Head and the Provost. Allowable expenses against this startup account are only those included and approved in the IGA proposal. Any deviation must be approved by the Department Head and the Provost. The expenses must occur within the proposed period of time. The faculty member is required to submit a short summary of activities and expenses at the end of each year of funding to be approved by Department Head and Provost and retained in the OSR. Any unused funds after four years will be forfeited to the research designated account (RII) unless an extension has been granted.

Research Distribution Funds:

Research distribution funds are those funds that the PI receives as part of the overhead (indirect costs) collected on sponsored projects. Of the total overhead on a sponsored project, the Office of Sponsored Research (OSR) will allocate 10% to the PI’s IGA, unless otherwise indicated on the PAF and/or New Contract Worksheet. Research distribution funds include unused funds from any firm fixed price contract.

The IGA will remain in existence until fully expended or employment terminated. The fund balance at the end of each fiscal year (June 30) will be carried over to the next fiscal year.

Allowable expenses include supplies, equipment, memberships, subscriptions, travel, student support needs for faculty research, and professional development activities. Salary support for faculty is not an allowable expense.

Questions regarding the IGA Policy should be directed to the Office of Sponsored Research at osr@kettering.edu.