





The defining characteristics of the contribution will determine whether it will be defined as a sponsored program or gift.

OSRP is only authorized to accept sponsored programs on behalf of the institution, not gifts. PIs are encouraged to work closely with Development to accept gifts and follow any applicable institutional policies governing the gift acceptance process. However, any payments to faculty and staff from gift funds are subject to the overload and summer salary provisions identified below (see “Salary Costs for PI’s on Sponsored Programs” below).

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- Mentor effort on undergraduate research projects/awards;
- Specific purpose awards such as travel, workshops, or conferences;
- Supplements to existing awards (as the original effort would cover likely cover effort commitments); or
- NIH projects where a Hope College faculty or staff member meets the definition of an “Other Significant Contributor” and are therefore not expected to provide measureable effort during the project.

The above list may not be exhaustive based on the nature of individualized projects and sponsor or program limitations. Additionally, the above list does not prohibit PIs, Co-PIs, and Senior/Key Personnel from pledging effort on any of these types of projects as circumstances dictate.

### **Facilities and Administrative Costs**

Facilities and Administrative Costs are real costs associated with the management of sponsored programs. When applicable, F&A costs must be included in proposals submitted to external sponsors.

- For federal proposals, Hope College must use its federally-negotiated rate in effect at the time of submission unless restricted by the sponsor or the program.
- For non-federal proposals, Hope College must use the rate provided in the sponsor’s published budgets. MTDC are defined as total costs less equipment, participant support costs/ ascholarships, and up to the first \$25,000 of each subward. Exemptions to this provision may be requested by

OSRP is charged with initiating requests for award modifications with our sponsors. This includes changes related to personnel, budget, scope of work, and other terms and conditions of the individual award; please consult your award documentation to determine when prior approval of project changes are necessary.

For projects involving changes in budget, please complete a Sponsored Project Budget Modification Request and route to OSRP (electronic to [sponsoredresearch@hope.edu](mailto:sponsoredresearch@hope.edu) is preferred). Sponsored Project Budget Modification Requests will be reviewed by OSRP and