

Guidelines for Funding Grant Staff

Clarification on the proper way to charge staff costs to federal grants:

If you have a staff member who is eligible to be charged 100% to a federal grant, but your grant allocation is not enough to pay the entire costs for the school year, you have to show this person on the grant application as less than 1.0 FTE. The grant budget shows only a portion of their costs will be charged to the grant. Let's use 50% for example.

Now, here's how you can charge the payroll costs throughout the school year:

- 1) You can charge 100% of this person for the 1st semester - and not charge their costs to the grant for the 2nd semester. Ultimately, the grant would be paying only 50% of their costs for the entire school year.
- 2) Or, you can charge 100% of their payroll costs, and benefits, to the grant for the 2nd semester, and not charge the grant any of their costs for the 1st semester.
- 3) Or, you could be charging only 50% of this person's costs to the grant for the entire school year.

All scenarios are OK, and using up the federal funds first can be a good way to manage cash flow.

For the timekeeping reporting requirements, you would only need to complete the 100% Certification form for this staff person, because they are on a single cost objective.

Things to keep in mind are:

- Charge the grant directly for payroll instead of using journal entries, this prevents errors.
- Ensure that you are charging the grant for fringe benefits in the correct proportions to the salaries.
- Ensure that your GL Summary for the federal grant equals the amount you are awarded. Commingling occurs when you have some State expenditures in the GL Summary. You may have to do a journal entry for the last pay period or at the end of the year.