

Sweet Briar College Guidelines for Grant Reporting for Faculty Grants 2022-2023

Recipients of Faculty Grants shall submit a final report which consists of two parts: a narrative report and a financial report, with receipts of expenditures. Final reports are due within 60 days of completion of the project. Unused travel funds must be returned within 30 days. If a project is ongoing, an interim narrative report is required. ***Faculty who fail to submit a complete final report (narrative and financial, including receipts) will be ineligible to reapply to faculty grants until they fulfill all reporting requirements.***

I. NARRATIVE REPORT: WORK ACCOMPLISHED

1. What was the objective of your original proposal? Describe WHAT you did for the grant as well as WHERE and WHEN. (If you presented a paper, appropriate pages of the conference program would be adequate.)
2. What problems (other than financial) did you encounter in the implementation of your project?
 - Was the amount of time sufficient?
 - In the case of research, did you find what you were looking for?
 - In the case of a conference, in what ways did (or did not) the panels or presentations fulfill your expectations?
 - If you had it to do over again, what changes would you make in your original proposal?
3. What are the results of your project?
 - If a publication: please describe the current status: i.e., rough draft completed, ms. Sent to publisher/journal, expected date of publication, etc.
 - If course preparation: please indicate in detail the nature of the new course or of course revisions
4. Do you expect to pursue this project? If so, please indicate plans. Will additional funds be necessary?

II. FINANCIAL REPORT

The financial accounting shall include a simple balance sheet showing the amount of the grant received, a listing of the incurred expenses, the total amount of the expenditures, and the balance of the grant remaining, if any.

You must provide receipts for all grant-funded expenses; see the College's travel policy for details. Since meal requests are limited to \$30 per day, you do not need receipts for meals. Grant recipients awarded funds for supporting research assistants must follow the College's Human Resources procedures for hiring—you must ensure that the proper paperwork is completed to get the research assistants set up on payroll. The Dean's Office can help you with the required paperwork.

Although it is inconvenient for grant recipients to keep track of receipts, the alternative of having grants-in-aid reported as income is unattractive to recipients. By requiring receipts for grants-in-aid, the College conforms with IRS regulations. If the College did not require receipts, it would have to report grants-in-aid as taxable income.

NOTE: PLEASE PROVIDE RECEIPTS FOR THE FUNDS YOU WERE GRANTED

Thank you for your willingness to cooperate with these procedures. Please send your narrative report to Kathleen Placidi, Grants Officer (kplacidi@sbc.edu) and your financial report (with original receipts) to Cyndi Fein in the Dean's Office (cfein@sbc.edu). Cyndi will help you prepare a Travel Expense Summary form for the Business Office, who will process any reimbursement to you, if applicable. Please email or call Kathleen (x-6596), if you have any questions about your or the College's compliance with these procedures.