

## Sponsored Programs FAQs

### Office of Sponsored Programs questions

#### 1. What is the Office of Sponsored Programs and what do you do?

The Office of Sponsored Programs (OSP) helps faculty and staff to secure and administer external funding for projects that fulfill the mission of Fond du Lac Tribal and Community College. Offering assistance in the entire spectrum of sponsored activities (pre and post award), from identifying potential funding sources and writing proposals to reviewing the conditions of awards and submitting final reports, OSP is here to assist.

#### 2. What other ways can I stay connected to the Office of Sponsored Programs?

Please stop by the office or email for a list of current announcements of funding opportunities.

### Planning questions

#### 1. I have an idea for a project, now what?

Visit the [grant writing process](#) web page to see how a grant moves from an idea towards an award. See also the [creating the proposal](#) page for tips on brainstorming and sponsor analysis. You may always stop by the OSP and visit with the director to discuss your idea. As you progress, a Notice of intent to apply form will need to be completed.

#### 2. How do I find sponsors for my project?

The OSP will assist you in matching your project to a sponsor that shares your values. The office maintains a list of private and public sponsors you might consult.

#### 3. What should I do if my research involves human subjects?

FDLTCC's Institutional Review Board (IRB) is an internal committee. Please contact the OSP for information about regulations and definitions, the review process, informed consent and more. This process can take up to one month, thus it is essential to initiate this process immediately upon grant submission.

### Application form questions

#### 1. Who is authorized to sign grant proposals and agreements?

Contact the Director of Sponsored Programs to identify and facilitate institutional sign off.

#### 2. Where can I find information to help me fill out the application?

Visit the frequently requested data page for the College address, mission statement, DUNS number and IRS tax-exempt number and more.

#### 3. What is the DUNS number?

The DUNS number (Data Universal Numbering System) is an identifying number given to businesses. FDLTCC's DUNS number is 010241867

#### **4. What is the FEIN?**

The Federal EIN is the IRS tax-exempt number. FDLTCC has 2 numbers, one for those grants solely set-aside for tribal colleges and one for the partnered institution. The EIN number for the partnership is 41-1687554. Contact the OSP for the FEIN for the tribal college specific number.

#### **Writing questions**

##### **1. Where can I find proposal writing tips?**

For general writing and editing tips, visit the [creating the proposal page](#). For information on other resources, including how to find sample proposals, visit the OSP.

##### **2. Where can I find examples of proposals?**

“Proposal Planning & Writing,” “Models of Proposal Planning & Writing,” and “Grantseeker’s Toolkit” as well as other sources are available for reference from the OSP. You can also obtain examples of proposals that have been written from your colleagues, as well as the OSP.

##### **3. Where can I find statistics to use in my proposal?**

The OSP maintains a list of resources for statistical purposes including U.S. Census Bureau, the FDLTCC College Profile, the National Center for Education Statistics and more.

#### **Budget questions**

##### **1. What is the difference between direct and indirect costs?**

Your total project cost is the sum of direct costs and indirect costs.

Direct costs are explicit project expenditures listed as line items in the budget, such as salary, fringe benefits, equipment, travel and supplies.

Indirect costs (also referred to as F & A costs) represent the expenses of doing business that are not readily identifies with a particular grant or project activity but are necessary for the general operation of the College and the conduct of activities it performs (physical plant operation and maintenance, utility costs, equipment, payroll and accounting, library materials and general project administration.) Many sponsors allow you to compute these costs as a percentage of your direct costs and add it to your budget request as an indirect cost item.

FDLTCC’s indirect cost rate is currently being re-negotiated. When it is approved by the Department of Health and Human Services it will be posted on the [frequently requested data page](#).

##### **2. What is our fiscal year?**

FDLTCC’s fiscal year is July 1-June 30<sup>th</sup>.

##### **3. What are the fringe benefit rates?**

The fringe benefit rates are 35% of salaries and wages during the academic year and 8% of salaries and wages during the summer.