



GRANT OTHER-THAN-PERSONNEL-SERVICES EXPENSE POLICY

PURPOSE

The purpose of this policy is to establish guidelines for compliance with Other than Personnel Services expenses in accordance with all grants, contracts, and agreements.

STATEMENT OF POLICY

It is the University's policy to ensure all Other than Personnel Services (OTPS) expenses are compliant with the terms and conditions of all grants, contracts, and agreements. OTPS costs are non-personnel expenditures, including, but not limited to:

Materials & Supplies:

- Supplies: number of units to be purchased and cost per unit.
- Printing services: number and type of materials to be produced.

Equipment: type, model number, number of units, cost per unit, costs for locks or similar equipment to secure equipment from theft or unauthorized use.

Participant Support Costs (excluding training grants): stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects. Participant support costs are allowed if all of the following criteria are met:

- The costs are programmatically justified;
- The costs are explicitly included in the budget and the budget is approved or prior written approval is received from the Federal awarding agency;
- The expense does not take indirect costs.

Note: NIH will only allow Participant Support Costs to be charged if they were approved in the original Funding Opportunity Announcement.

Travel: The following information should be included in the budget regarding travel:

- Name and title of person(s) traveling
- Name/type of conference/meeting to be attended, and research site to be attended.
- Date and location of conference/meeting
- Registration fee (if any)
- Round-trip costs (airfare, train, bus)

- Hotel/accommodation cost per night and number of total nights
- Per diem expenses: meals, miscellaneous

Note: Any grant-funded travel **must** be supported by original receipts in order to obtain reimbursement. There are rules and regulations regarding travel policies and reimbursements for travel expenses that may supersede the funding source's rules.

Please review travel requirements at:

- <https://www.liu.edu/about-LIU/administrative-departments/business-and-finance/Grants-Management-Office/Policies-and-Forms>
- <https://liu.edu/about-LIU/administrative-departments/business-and-finance/Business-and-Travel-Expense-Reimbursement-Policy>
- <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

Services: Consulting/sub-contract services, workshops, and honoraria costs need to be outlined and explained in the budget. Individuals paid through these services are not responsible for the outcomes of the project and generally play a small role in the project.

- Consulting or sub-contracting: provide costs and justification
- Workshops: provide details as to what topics will be discussed, number of hours per session, cost/salary to be paid to workshop speaker, how many participants will attend (estimate).

Sub-recipients: Sub-recipients play a major role in the project and, along with the PI, are jointly responsible for the outcomes of the grant. Sub-recipients must submit a separate budget, including indirect costs, to the PI and GO prior to proposal submission. The PI and OSP must review and approve the sub-recipient budget prior to proposal submission.

DEFINITIONS

GMO: Grants Management Office

OSP: Office of Sponsored Projects

Other than Personnel Services (OTPS): OTPS expenses consist of all non-personnel expenditures.

PI: Principal Investigator of a sponsored project; responsible for overseeing and certifying the effort of all individuals working on his/her grant(s).

POLICY TYPE: FINANCE