**FAC - General Policies and Practices for Kenyon Grants and Stipends**

**Multiple Applications:** The Committee will not consider multiple applications from the same faculty member in the same funding category in a given round.

**Retroactive Applications:** The committee will consider retroactive applications for Faculty Research Grants and Faculty Teaching Grants when clearly justified, but ordinarily retroactive applications are given a lower priority.

**Equipment and Materials:** Ordinarily, books, equipment and unused materials purchased with funds granted by the Faculty Affairs Committee become the property of the College and must be turned over to the Library, or to an appropriate department of the College, at the conclusion of the project. Grants are not awarded for instructional equipment or materials that might otherwise be obtained from department or LBIS budgets.

**Funds for Technology:** Applications for computer hardware or software should include verification that issues of comparability and technical support have been discussed with the relevant department of the College, which in most cases will be LBIS.

**Outside Funding:** When feasible, applicants should seek outside funding. Copies of such applications should be submitted to the Committee along with the proposal.

**Previous Grants:** If an applicant has received faculty development grants previously, the Committee may review the file on those grants as well. An applicant should regard this information as available to the Committee and make reference to it as appropriate.

**Airfare:** Air travel expenses estimates included in your proposal must be from a recent online source such as an airline website or online travel agency.

**Mileage:** Automobile mileage will be allowed at the current rate announced by the College.

**Reimbursement for Travel Expenses:** The **maximum** allowance for reimbursement for food and lodging is $175 per day for travel within the continental United States. For travel outside the continental United States, the maximum reimbursement for food and lodging is $300 per day. **Receipts are required** **to document all expenses for which reimbursement is claimed**. See [Travel and Entertainment Reimbursement](http://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/travel-and-entertainment-reimbursement/)

All reimbursement requests must be submitted on the College's Travel and Entertainment Expense Form. Reimbursements should be completed, approved, and **Submitted to Accounts Payable within 60 days of the incurred expenses.**

**Receipts:** Faculty members must obtain **original receipts** for expenses covered by IFDAs, Faculty Research Grants, Labalme Faculty Development Grants, and Faculty Teaching Grants, **including for food and lodging,** and those receipts must be filed with the final report for the grant. If no receipts are filed with the final report, the College is forced by law to consider those funds as income and to withhold taxes.

**Timing:** In accordance with IRS regulations, awardees may not receive an advance of funds earlier than thirty days prior to their use, and **awardees are obliged to submit original receipts on the use of the grant funds within 60 (sixty days)** of receiving the advance funds.

**Final Reports:** All recipients of Kenyon Faculty Research, Teaching, and Labalme grants, including co-sponsors of joint projects, must submit written reports to the Associate Provost on the work accomplished with faculty development funds. The report should include the recipient's evaluation of the project and be **filed within 60 days** after the completion of the project. For recipients of Faculty Research Grants and Faculty Teaching Grants a summary of actual funds expended along with the original receipts for those expenditures must be included. The Faculty Affairs Committee will not consider future grant proposals in the same category from a faculty member who has not filed a report for all previous grants in that category.

**Revocation of Grants:** The Faculty Affairs Committee has the right to revoke its funding of proposals when, in its estimation, a faculty member has failed to utilize approved funds within a reasonable period of time, has not completed the project by the end of their employment, or has deviated from the original intent of the proposal including the timetable. **The FAC or the Provost may also revoke funds upon a faculty member’s resignation or dismissal from the college.**

**For additional information** on when and how to use the Travel Expense Form, Payment Order Form, policies and procedures for **Student Hiring and Payments**, and **Vendor Payments** go to the Payment Policies and Procedures Information Sheet.