LOOKING FOR A GRANT? FOLLOW THESE DIRECTIONS…

Does the grant require a fiscal agent and/or institutional commitment?

YES → Does the grant require institutional commitment of funds, in-kind or cash?

- **YES** → **You are seeking an institutional grant!** Before doing anything else, talk with your department chair and the Provost. If both approve your grant idea, the Provost will ask the Corporate & Foundations Relation Director to meet with you.

  You and the CFR Director will develop a proposal and budget, with help from the assistant controller, which will then be submitted to the grants committee for approval. Please allow 2-3 months for the entire process.

- **NO** → Does the grant obligate the college to provide oversight and/or administer faculty salaries and wages?

  - YES → **You are seeking a fiscal agent grant!** Before doing anything else, talk with your department chair and the Provost. Fiscal Agent Grants are grants awarded to an individual that require no institutional commitment of funds but for which the college is obligated to provide oversight and/or administer faculty salaries and wages, and must be approved by the Provost prior to submission. Such grants may involve issues related to the following:

    - Leave replacement
    - Sabbatical Supplements
    - Endorsement or nomination by the Provost or other College Official
    - Use of College facilities and/or equipment
    - Sub contracts
    - Research involving Human Subjects - IRB Review
    - Research involving Animals - IACUC Review
    - Research involving biosafety - BioSafety Review
    - Final application filed by Provost Office

  - NO → If the grant requires a fiscal agent or institutional commitment, but doesn't require college oversight, please talk with the Faculty Grants and Fellowships Coordinator to determine next steps.

NO → Does the grant/award require unscheduled time away from the college?

- YES → Before applying, please discuss with the department chair and the Provost. Approval is needed for such grants.

- NO → Does the grant require any of the following:

  Endorsement or nomination by the Provost or other College Official
  Non-Kenyon salary and benefits to be channeled through the College's Accounting department
  Use of College facilities and/or equipment

  - YES → Notify the Provost's office if such College resources are required by the grant. The Provost will determine feasibility.

  - NO → **You are seeking an independent grant**! Please notify the Faculty Grants and Fellowships Coordinator when you are awarded a grant or fellowship