**FAQs**

**Where can I find funding opportunities?**

Funding opportunities can be found using [Pivot](https://pivot.proquest.com/), a funding database tool that provides access to the most comprehensive global source of funding opportunities. Pivot identifies researcher expertise from within or outside of the organization from millions of profiles from organizations worldwide. The funding database fosters collaboration by cultivating essential partnerships and alliances. Pivot offers a communication, monitoring, and tracking system among individual faculty, staff, teams, and researchers. All faculty and staff at Weber State have access to Pivot. Contact the Office of Sponsored Projects for more information.

**How do I start writing a proposal?**

Funding agencies have specific guidelines that must be followed and reflected in the proposal. We recommend a thorough reading of the funding solicitation to gain a good understanding of what the funder requires. The Office of Sponsored Projects offers many resources, including research and proposal development. Please contact us for assistance.

**Can I submit my own proposal?**

The Office of Sponsored Projects requires proposals to be submitted through our office.

**What if I don't need help with my proposal?**

Per university policy, the Office of Sponsored Projects requires you to send your proposal and supporting documentation to us for review and submission. At a minimum, we need to review your budget and submit your proposal. When you submit a proposal, it becomes a university contract if awarded.

**What is the difference between the Office of Sponsored Projects and University Development?**

The Office of Sponsored Projects handles all grants and contracts. University Development handles gifts and donations. The two organizations do collaborate on projects. If you are unsure which organization to request services from, please contact the Office of Sponsored Projects and we will help direct you to the right organization and person.

**What is the university's DUNS number?**

73000895

**What is the university's indirect cost rate?**

35% of all salaries, wages, and benefits

**What are the benefit percentages used when developing a budget?**

8.5% benefit rate for hourly wages

22% for summer pay or supplemental pay

If you need your individual benefit rate, please contact the Office of Sponsored Projects for assistance.

**How is course buyout calculated?**

Course buyout must be approved by your department chair and dean, or equivalent. Different colleges have different guidelines and requirements for course buyout. Please contact the Office of Sponsored for specifics.

Typically, buyout is calculated on a cost per credit hour basis. We use the following calculation:

$970 per credit hour + 15% benefits

For example, $970 x 3 credit hours = $2,910 x 15% ($437) = $3,347

**What is cash match and in-kind match?**

Cash match is the most common type of match and the easiest to track. Cash match is either the grantee organization's own funds (general revenue) or cash donations from non-federal third parties (i.e. partner organizations), or by non-federal grants. A cash match contribution is an actual cash contribution.

In-kind match contributions come from the grantee organization. In-kind match is typically in the form of the value of personnel, goods, and services, including direct and indirect costs. Third party in-kind match contributions can also come from other non-federal third parties. Third party in-kind match contributions come in the form of the value of the same items listed above. Grantees and third parties simply need to document the contributed resources of value.

**What are allowable costs?**

Allowable costs are those that are incurred solely to advance the work of a sponsored agreement and the institution. Funding agencies have specific guidelines for allowable and unallowable costs. Contact the Office of Sponsored Projects if you have questions or concerns about allowable and unallowable costs on your grant or contract. [This link](https://www.weber.edu/wsuimages/OSP/A-21%20one%20sheet%281%29.pdf) explains in more detail allowable and unallowable sponsored agreement expenditures.