Diversity Grant
Administration Guidelines

(Last Revised: November 20, 2015)

I. **What are your responsibilities now that you have received a President’s Diversity Fund grant?**
   A. Comply with all Diversity Grant administration guidelines.
   B. Meet performance requirements as defined in your grant application.
   C. Report on performance requirements defined in your grant application and other performance measures specified in the grant award.
   D. Comply with conditions set forth by the Diversity Grant Fund Review Committee.

II. **Who is responsible for administration of the Diversity Grant?**
    The person who submitted the grant proposal or the person who has been designated as the project administrator is primarily responsible for the administration of the grant.

III. **Where can I find the regulatory requirements that apply to the Diversity Grant Funds?**
    In addition to the instructions provided in this document, and during the initial meeting with the Diversity Grant Fund Review Committee, you must adhere to all FIT policies and procedures, including but not limited to the following:
    - Bi-Tech forms are available at https://myfit.fitnyc.edu/tag.e58693983463f4d5.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u944851s13&uPtparam=frm&frm=frame
    - Facilities Rental services, rates and fees, rules and regulations, and reservations request are available at http://www.fitnyc.edu/facilities-rental/
    - Human Resources forms are available at https://www.fitnyc.edu/hr/forms.php
IV. **How can I access the Diversity Grant Funds awarded?**

A. Promptly submit all invoices\(^1\) to the Diversity Grant Fund staff (Magdi Ashak in C908, Magdi_Ashak@fitnyc.edu). All invoices must be signed by the project administrator or they will not be paid. Payments will not be made until goods/services have been received.

B. **Payment for Services**

1. A Memorandum of Understanding (MOU)\(^2\) must be created and signed by both the vendor/consultant providing the services and the Vice President for Finance and Administration. **This must be completed and submitted to the Diversity Grant staff before services begin.** The MOU form is available at [http://www.fitnyc.edu/files/pdfs/BiTech_MemoOfUnderstanding.pdf](http://www.fitnyc.edu/files/pdfs/BiTech_MemoOfUnderstanding.pdf)

   a) If vendor\(^3\) is new to FIT, the following forms must be completed and submitted to the Diversity Grant Fund staff to process:


C. **Payment for Goods/Purchases**\(^4\)

1. All goods/supply orders for **more than $200** must be submitted to the Diversity Grant staff for approval prior to purchasing/ordering. Once a purchase order has been assigned, the Diversity Grant Staff will contact you to let you know that you may proceed with your order.

2. For purchases **under $200**, you may submit receipts for reimbursement along with a completed, signed Travel & Business Expense Report form available at [https://www.fitnyc.edu/files/pdfs/BiTech_TravelandBusinessExpenseReport.pdf](https://www.fitnyc.edu/files/pdfs/BiTech_TravelandBusinessExpenseReport.pdf). Cost Center and Object Code requirements and the Authorizing Signature will be completed and processed by the Diversity Grant Fund Staff.

V. **Do I need prior written approval for changes to the grant project?**

For most changes in the grant project and/or terms of the grant, you must obtain

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\(^1\) All goods and services must be received by June 30\(^{th}\). Any outstanding invoices must be received no later than July 1\(^{st}\) to be processed, unless there is prior written notice and reasoning for delay.

\(^2\) For performance artists, a Performance Agreement form must be used. The Diversity Grant Fund Staff can provide you with this form.

\(^3\) If vendor is a foreigner the process is different. Please contact the Diversity Grant Fund Staff for details.

\(^4\) FIT does not reimburse for tax. Please use FIT’s tax-exempt form which can be provided by the Diversity Grant Fund Staff.
prior written approval from the Diversity Grant Fund Review Committee.

VI. **How do I obtain written approval for changes in my grant project?**
   A. Requests for changes in the project must be submitted in writing and signed by the project administrator. The signed, written response of the Diversity Council Co-chairs or the Diversity Grant Fund Review Committee will constitute approval for the change.
   B. Requests for extensions of the grant period should be signed by the project administrator and submitted not more than two months before the scheduled end of the grant period. An extension will not be considered unless a project is up-to-date in submitting its financial and narrative reports.

VII. **What reports am I required to make?**
   A. Grant recipients are generally required to submit a mid-year financial status and narrative progress reports, as well as final financial and narrative reports at the conclusion of the grant period. In order to fulfill its oversight and monitoring responsibilities, the Diversity Grant Fund Review Committee may require additional reports or information at any time during the grant.
   B. Grant recipients are required to present their projects and its outcome to the entire Diversity Council and FIT’s President in the Fall (Date TBA).

VIII. **When are reports due?**
    Reports are due:
    A. Mid-year financial status and narrative progress report - January 31st.
    B. Final financial and narrative report - July 31st.
    C. Presentation to Diversity Council – September or October (exact date TBA)

IX. **What is the format and content of the financial and narrative reports?**
    A. Grant recipients must submit financial and narrative reports to grants-and-events-subcommittee.grp@fitnyc.edu. If there are any differences between actual finances and those in the grant proposal budget, they must be explained in these reports.
    B. Interim narrative reports should briefly state the performance objectives and activities for the entire grant and then focus on what has been accomplished during the reporting period. The report should include a summary of project activities; state whether the project has proceeded on schedule; describe any revisions of the work plan, staffing pattern, or budget; provide any web address/addresses created by the project; and include any press releases, articles or presentations relating to the grant project or its outcome. It should include an analysis of the objectives met during the reporting period and list any objectives for the period that were not accomplished.
C. The final report must provide a detailed assessment of the entire project, following the format for interim narrative reports, including whether or not the performance objectives and goals established in the original proposal were met; whether there were unpredicted results or outcomes; whether the project encountered unexpected problems and how you faced them; and how you could have improved the project. The report must discuss the project's impact, if any, on your intended audience, FIT and others. It also must indicate if all or part of the project activities should be institutionalized at FIT and explain how this can be accomplished. Indicate how project can be self-supporting or identify other sources of support.

D. The project administrator must sign final narrative reports.

X. **What additional materials must I submit with the final narrative report?**
A brief summary of the results of your project (about 1,000 characters long), including images, to be posted on the Diversity Council website. Please submit to grants-and-events-subcommittee.grp@fitnyc.edu by August 1st.

XI. **Must I acknowledge the Diversity Grant support?**
Grantees or grant project directors may publish the results of any work supported by a President's Diversity Fund grant after review by the Diversity Grant Fund Review Committee. All published materials or other products resulting from the project must acknowledge the assistance of the President's Diversity Fund grant.

XII. **Dates to Remember**
- January 31st - Mid-year financial status and narrative progress report due.
- June 30th - Project must be completed and services and/or purchases must be completed.
- July 1st - All outstanding invoices must be submitted.
- August 1st - Final financial and narrative report.
- September/October (exact date TBA) - Presentation to Diversity Council.

*Thank you for your recent grant proposal and for your attention to the details of these guidelines. Please feel free to contact the Diversity Grant Review committee with any questions.*