The Coastal Institute
Narragansett Bay Campus
University of Rhode Island
Narragansett, RI 02882
Phone (401) 874-6513
Email coastalinstitute@etal.uri.edu
www.ci.uri.edu

Grant-in-Aid (GIA) Guidelines & Credit for GIA-funded Projects

GIA Fund Availability & Spending Deadlines

- GIA funding is based on previous fiscal year Coastal Institute (CI) proposal expenses. Principal Investigators (PIs) will be notified by September of each fiscal year of the amount of GIA funds available for request.*****

- If you are awarded a grant in the current fiscal year, your GIA will not be available until the following fiscal year.

- **GIA request deadline is May 1, with full expense completed and all encumbrances cleared by June 1.** These deadlines allow the CI to adhere to University of Rhode Island (URI) fiscal year-end requirements.

- GIA funds are not carried over into the next fiscal year, except in extenuating circumstances with the approval of the CI Director. Exceptions will be granted only in instances where timely spending falls within a circumstance that allows for a paper trail of GIA commitment, (e.g., conference registration, TAR, evidence from PI of a timely order and notice from vendor of unexpected inability to meet delivery time).

- The CI GIA program is based on the premise that PI's of extramurally funded research know best what can support their important work. Reallocation of GIA funds to a URI colleague or URI co-PI is at the discretion of the PI, but spending must remain in alignment with the CI mission and guidelines. In order to track GIAs effectively, we ask that the PI notify the CI in writing of any arrangements to reallocate GIA funding. Reassigned GIAs must follow all the applications guidelines when requesting funds

GIA Requests & Guidelines

- GIA fund requests must be made using the CI GIA Request for Funds form in order to ensure prompt approval and create a transparent accounting process: http://web.uri.edu/coastalinstitute/fellows/request-for-grant-in-aid/

- GIA funds must be applied for and spending must align with the CI mission: http://web.uri.edu/coastalinstitute/about/

- GIA spending must adhere to all URI purchasing policies: http://web.uri.edu/purchasing/manual/******

*The exception to this timeline will be due to unavailability of actual numbers from PeopleSoft.

**Failure to follow URI purchasing policies will require follow up by the PI or their designee. Repeated failure to follow policies will result in the loss of GIA privileges.

GIA Approval & Paperwork Processing

- The CI Director or designee will approve all GIA requests and provide the appropriate CFS to the PI's SRGA, or designated fiscal manager for each instance of hire or purchase, including P-card purchases.

- Due to limited staffing, it is the responsibility of the PI's SRGA or designated fiscal manager to process GIA paperwork, track expenses, and provide a copy of final paperwork to the CI by sending it to Amber Neville at amneville@uri.edu

- When using GIA funds to hire, any payroll charges that exceed the amount approved by the CI are the responsibility of the PI's home department and must be corrected within 30 days.

- For questions or clarifications regarding GIA paperwork processing, please contact Amber Neville at 401-874-6513 or amneville@uri.edu.

- The CI GIA program is based on the premise that PI's of extramurally funded research know best what can support their important work. Reallocation of GIA funds to a URI colleague or URI co-PI is at the discretion of the PI, but spending must remain in alignment with the CI mission and guidelines. In order to track GIAs effectively, we ask that the PI notify the CI in writing of any arrangements to reallocate GIA funding. Reassigned GIAs must follow all the applications guidelines when requesting funds

Coastal Institute Credit for GIA-funded Projects

The CI has witnessed significant meaningful investments in support of research and outreach made possible by the GIA program. Do remember that appropriate credit to the CI as the sole or additional serves to ensure continuance of the GIA program.

- Please credit the CI appropriately as follows:

  - Credit language: *"This _____ is made possible by the support/partial support of the URI Coastal Institute."*

  - CI Logo: http://web.uri.edu/coastalinstitute/files/CI_Logo.pdf

- Please note, the CI may use information contained in the GIA final report (http://web.uri.edu/coastalinstitute/funding-programs/ci-senior-fellow-proposal-form/) for CI reporting and promotional materials, with the permission of the PI. In addition, the CI may call on the PI to provide further information.