



TEXAS WOMAN'S UNIVERSITY

JANE NELSON INSTITUTE
for WOMEN'S LEADERSHIP

Funding Application Guidelines

Program Description

The express purpose of funding allocated by the JNWL is to help women advance their leadership skills and experience in order to prepare them to take on successful roles in business ownership and public service. One of the goals of the Jane Nelson Institute for Women's Leadership is to be the repository of research and information about women's leadership. This program is intended to provide funds for TWU faculty and staff to conduct projects that contribute to this goal. Applications are accepted year round with no specific deadline. Projects that do not directly align with women in leadership will not be considered.

Program Funding

The JNWL funding program is funded by the State of Texas through a state appropriation. There is no upper limit on the amount that can be requested. Awards are typically under \$100,000 per year. You may request funding for up to two fiscal years and a continuation proposal may be submitted for additional project years. Future funding is contingent on the availability of funds.

Eligibility

All TWU faculty and staff conducting projects that fall within the scope of the JNWL are eligible to apply.

Application and Submission Process

Applications should be prepared using the application form and budget template using the guidelines below. It is strongly advised to work with the Office of Research and Sponsored Programs (ORSP) for assistance in preparing the application and, specifically, in drafting the budget. To request assistance or to submit a final application, please email JaneNelsonAwards@twu.edu.

After the application is finalized and submitted to ORSP, it will be pre-reviewed for completeness and funding eligibility by ORSP with input from the Budget Office if needed to determine allowability of items requested. Once the pre-review is complete, ORSP will route the application via Adobe Sign to the applicant, project team members, unit administrators (chair, directors, etc.) and deans (for academic submissions) for approval. Once the application is fully routed and approved, it will be logged into the system and an official receipt email sent to the applicant. The application will then be sent for review to the JNWL.

Application Form

Please complete the application form in its entirety. If a question is not applicable to the project being proposed, indicate this by marking the question as “N/A.”

Budget Template

Complete the budget form using the Excel template. The expenses should be budgeted by fiscal year (9/1 – 8/31) and funds can be requested for up to two fiscal years. Note that all funds must be expended in the year budgeted; funds cannot be carried forward from one budget year to the next. Below is a list of some of the most common expenses and whether or not they are allowable using JNWL funds.

ALLOWABLE EXPENSES

advertising expenses (tear sheet required)	research supplies (non-hazardous)
audio and video tapes	space rental
books and reference materials	student wages
computer equipment	speaker fees (if a speaker wants travel paid, travel expenses must be part of the fee, not separate)
cups, plates, napkins, utensils	student scholarships
employee travel	subscriptions
office furniture	technology hardware, software, and services
office supplies (pens, erasers, folders, etc.)	toner and ink for printers or copiers
parking fees	tools and hardware
professional services	training and education related to duties
registration fees for faculty and staff	

RESTRICTED ITEMS

advance payments	individual membership fees
alcoholic beverages	insurance
Chambers of Commerce payments	magazines, journals, newspapers, etc.
charitable contributions	postage
entertainment for state employees	promotional items
food	publications
flowers	sponsorships
gifts: giveaways, prizes, awards, gift cards	state sales tax
holiday and greeting cards	student travel or registration fees

Review Process

ORSP will send the application to the executive staff of the JNWL, Mary Ann Alhadeff and Shannon Mantaro, for review. All funding decisions will be made by the JNWL who will then indicate the funding decision on the application and return it to ORSP for processing. The JNWL will communicate the funding decision to the applicant and ORSP. If funded, ORSP will begin the award setup procedure. Generally, the review process will take place 2-4 weeks.

Award Setup

Once the applicant and ORSP are notified by the JNWL that the project will be funded, ORSP will begin the award setup process. After determining that any required compliance approvals (such as IRB or IACUC) are in place, ORSP will request that the Budget Office establish an account number. The applicant will be set up as the primary approver on the account with the unit administrator set up as a secondary approver. If different approvers are needed, a *Request to Add, Change, or Delete Approver(s)* form found on the Budget Office's website will be processed.

After the account number has been assigned, ORSP will generate and issue an official award letter to the applicant and copy the JNWL, department, college, and procurement personnel. This award letter will include at a minimum the start date, end date, amount of funding, and account number for the award.

Grant Management

ORSP will work with the awardee to add personnel to payroll, purchase materials, pay speakers, pay for professional services, and process travel as needed. The JNWL Project Coordinator will assist with awardee with the account management and tracking of expenses and balances.

Reporting Requirements

Progress reports will due 90 days after the end of each budget period with a final report due 90 days after the conclusion of the project. The reports will be submitted via a Google form template. A reminder email with the link to the report template will be sent approximate 30 days prior to the report due date.