

# **EASTERN MICHIGAN UNIVERSITY**

## **Bridge Funding Guidelines**

## **PURPOSE:**

Bridge Funding is funding that is guaranteed by the PI, Department, College, etc. This process should be used when a grant award is expected, but the pre-award process, through Office of Research Development and Administration (ORDA), does not apply.

## **PROCESS:**

- Grants Accounting will run the “Grant Labor Budget Audit” report in BOE
  - Will export to Excel & update any comments from the previous month’s report
  - Grants will send the Excel report to Office of Research Development and Administration (ORDA) – currently Caryn Charter, Claresta Davis, & Brian Moynihan
    1. Copy the following people:
      - Doris Celian
      - Katie Schortgen
      - Emily Tefft
      - Debra Fawley
      - Tod Ohmer
      - Michelle Campbell
      - James Carroll
      - David Trakul
      - Melissa Gerdes-Leonard
      - Dave Woike
      - Bonnie Harrell
      - Zachary Fairchild
- ORDA (Caryn) will review the list & update any current notes & add notes for any new funds and return the information to all of the above.
  - There will basically be three options
    1. No extension – HR will be notified and begin the process of notifying employees of termination (bumping process will begin)
    2. Extension with Pre-award approval
      - ORDA grants and contracts policy link  
<http://www.emich.edu/research/grant-life-cycle/regulations/divisional-policy.php>
      - ORDA recommends the creation of a pre-award account only if all of the following conditions are met:
        - Written documentation from the sponsor that funding has been recommended and the award document is being processed.
        - Confirmation from the sponsor that the pre-award period will fall within the overall grant period.
        - Confirmation from the sponsor that the pre-award costs will be reimbursed upon finalization of an award.
        - Demonstrated need by the project director to begin work immediately.
  - Pre-award paperwork will be sent over to Grants Accounting to have the award extended to the date on the approved paperwork
    - In order for a Pre-award to be established, ORDA needs to have received confirmation that the award is coming, the amount of the award and the start and end date of the pending award.
    - This form will be sent to Grants Accounting and either the current award will be extended to the end date on the Pre-award form or a new R-fund will be

established. ORDA & Grants Accounting will work together to decide which choice is appropriate on a case-by-case basis.

### 3. Bridge Funding approval

- A “Bridge Funding” form will be completed and approved by the Dean or VP for any given PI
  - A proposal must be in the works and have an assigned ORDA # associated with it.
  - This form will list out the D-fund(s) covering the expenses if the award (for any reason) was not awarded to EMU.
  - The form will be sent to Grants Accounting and an R-fund will be established for the award. Grants will prepare a PAF, using the approved “Bridge Funding” form as approval, to move all personnel from the ending award to the “Bridge Funding” award.
  - The PI will **NOT** be notified of this R-fund until the agreement is fully executed and this becomes a true grant/restricted fund. This fund will only be established for salary & fringes in order to prevent employees from being terminated unnecessarily.
  - There will be a specified time frame on this award stating how long salaries & fringes will be covered. 45 days before that end date, if the grant has not been awarded to EMU, HR will be notified and the termination/bumping process will begin
  - The title of this new fund will be preceded by “BRIDGE” until the award is fully executed & it becomes a true grant.
  - Once Grants Accounting receives the fully executed agreement, the word “BRIDGE” will be removed from the title & the R-fund will become the grant/fund assigned to this award.
  - If the grant does not become a fully executed agreement, Grants Accounting will allocate the expenses according to the “Bridge Funding” form. This will only occur at the conclusion of the approved end date on the form or the decision (from ORDA) that this award will not become a fully executed agreement.

EASTERN MICHIGAN UNIVERSITY  
Office of Research Development  
REQUEST FOR BRIDGE FUNDING AUTHORIZATION

ORDA Contact: \_\_\_\_\_ ORDA File # \_\_\_\_\_ Date: 2/4/2015

Project Type: \_\_\_\_\_

Grant Account # \_\_\_\_\_ Match Account # \_\_\_\_\_ Awarded: \_\_\_\_\_

Project Director: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grantor: \_\_\_\_\_ Grant Amount: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Bridge Period: \_\_\_\_\_ to \_\_\_\_\_

Purpose: Salaries/Fringe Benefits

If the sponsor funding is not awarded, for any reason, please list the Fund(s) and/or Org(s) that are to be used to cover the above amount listed:

Fund/Org	Percentage (%)	Amount (\$)	Approval Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The above listed funds will be verified by Accounting to ensure funds are available to cover the amounts/percentage indicated. Please note that due to collective bargaining agreements, payroll expenses incurred during any required notice period will also be charged to the above identified fund(s). To expedite implementation of the project until the signed agreement arrives, we request that an account number be established for this project as herein described.

Signed: \_\_\_\_\_  
Project Director \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_  
Department/Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_  
Dean \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_  
Director, Research Development \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_  
Accounting \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_  
Name/Title \_\_\_\_\_ Date \_\_\_\_\_