



Grants and Contracts Guidelines

The Ohio Learning Network will continue to create and manage a variety of contracts for products and services and investment programs and grants to meet its objectives in learner access and success, professional development, technology innovations, collaborative projects and workforce development. Guidelines have been established to be consistent across the funding projects and cycles.

Contracts Policies

Request for Proposals Process

Requests for Proposals are written by appropriate OLN staff and reviewed by the Executive Director for appropriate products and services. Contract RFPs will be reviewed in the manner most pertinent to the program. For contracts less than \$50,000, OLN staff will review the proposals. Contracts \$50,000 and over will have OLN guided evaluation with assistance from OLN committees, Governing Board/OLN fiscal agent (The Ohio State University). Appropriate Fiscal Agent (OSU) representative will sign contracts.

Expenditure and Distribution:

Expenditures less than \$50,000 are at the discretion of the Executive Director. Expenditures of \$50,000 and above not specifically described in approved budget materials will be submitted to the Governing Board Chair for approval. The Chair will decide if the Executive Committee or full Board needs to review the expenditure prior to approval. Invoices will be paid according to the written contract that accompanies the award letter.

RFP/Bidding Process/Single Source Statement:

Ohio State University serves as OLN's fiscal agent. Where appropriate, OSU bidding and single source polices will be followed by OLN. OLN reserves the right to participate in state projects without a bidding process in which the lead agency identified and contracted with a vendor using standard processes.

OLN funds sit in two accounting systems at Ohio State – the Research Foundation and the University proper. Currently, the University's Research Foundation requires that contracts larger than \$25,000 must follow an established bidding process and single source statements must be completed for any contract of this size that is awarded without bidding. The University proper requires that contracts for services of \$50,000 and above and contracts for goods of \$25,000 and above follow this same bidding process and single source guideline.

Termination Review Procedure:

Individual contract language determines termination process. In general, termination will be requested by the contract awardees. Furthermore, OLN reserves the right to exclude from consideration proposals submitted from institutions that have failed to complete previous contract work in accordance with the stipulations of the contract. In those instances where OLN elects to exclude an institution from further consideration, OLN will notify the institution of its intent-to-exclude and offer the institution an opportunity to appeal. It is the institution's responsibility to oversee the completion of contract work supported by OLN and the final decision to exclude an institution resides with OLN.

Grants Policies

Grants Programs and Processes:

Grants will be developed that are central to the core activities of the Ohio Learning Network. Grants will be created in consultation with members of the OLN community.

Requests for Proposals (RFP) are developed with the OLN community including specific committees and approved by the OLN Governing Board. Final grants RFPs will be distributed widely among the Ohio higher education community and posted on the OLN Web site. Grant proposals will be reviewed in the manner most pertinent to the grant program. A mix of reviewers internal to Ohio and external to Ohio will be used. Reviewers will be selected with input from the colleges and universities.

Distribution of Funds:

Principal investigators of proposals awarded funding will receive a letter stating the total amount of the award, the period of the award, and the funding process. Principal investigators must be affiliated with an Ohio college or university that is a member of the Ohio Learning Network. Funds will be paid in one installment for grants of \$100,000 or less and in two equal installments for grants larger than \$100,000.

Principal investigators are responsible for invoicing OLN to receive funds. Appropriate directions for invoices will accompany each award letter and/or grant contract. Funds must be invoiced within 90 days of award or grant contract. Funds not invoiced 90 days after the end date of the grant or contract period will no longer be available to the principal investigator. Unexpended funds will be reprogrammed to another grant or contract.

Post-Grant Awards Procedures:

1. No Cost Extensions – Awardees may request a one-time extension of the expiration date of the award up to six months if additional time beyond the established expiration date is required to assure adequate completion of the original scope of work within the funds already made available. All funds must be invoiced prior to a no-cost extension.
2. Significant Project Changes – The awardee is required to obtain prior written approval from the OLN project director whenever there are significant changes in the project or its direction as stipulated below.
 - a. *Transfer of the Project Effort (Subawards)*. OLN authorization to contract or otherwise transfer a significant part of the research or substantive effort to another organization that has been disclosed in the proposal is not needed unless approval has been specifically withheld in the award letter. OLN must be notified of the transfer.

- b. *Absences or Change of Principal Investigator.* If a named Principal Investigator plans to or becomes aware that he or she will: (1) devote substantially less effort to the work than anticipated in the approved proposal (defined as a reduction of 25% or more in time); (2) sever his or her connection with the awardee organization; or (3) be absent for a continuous period of three months or more, or otherwise relinquish active direction of the project, he or she shall advise in writing the OLN project director.
3. *Travel - Allowability of Travel Expenses.* Expenses for transportation, lodging, subsistence and related items incurred by project personnel and by outside consultants employed on the project who are in travel status on business related to an OLN-supported project are allowable.
4. *Unspent funds – Unspent funds held in the principal investigator’s account at the end of the grant’s term may be used to send a project team to OLN’s annual conference or will be returned to OLN.*

Reporting Mechanisms:

Principal investigators will be responsible for submitting final reports.

1. *Submission Requirements.* Unless otherwise specified in the award, within 90 days following the expiration of the award, the awardee shall submit a Final Project Report to the OLN program director.
2. *Additional Requirements.* The awardee shall also provide, within 90 days following the expiration of the award, any unique reports or other end products specified in the award.
3. A final budget report shall contain both the original budget as submitted with the proposal and final expenditures report. Address each budget item that was in the original/approved budget in the final report. If there is a difference in expenses in any category or line item greater than \$1,000, thoroughly explain the reason for that change in a text area of the report.
4. *Submission.* This report shall be sent via email as a Word document, or regular mail. Faxes are not acceptable.
5. *Failure to submit.* Failure to submit Final Project Reports will result in formal letters to institutional representatives and may prohibit the principle investigator from receiving additional grants or contacts.

Publications:

1. *Acknowledgement of Support.* The awardee is responsible for assuring that an acknowledgement of OLN support is made:
 - i. In any publication (including World Wide Web pages) of any material based or developed under this project, in the following terms: “This material is based upon work supported by the Ohio Learning Network.”
 - ii. During all news media interviews, including popular media such as radio, television and news magazines, appropriate mention of OLN support is required.
2. *Disclaimer.* The awardee is responsible for assuring that every publication of material (including World Wide Web pages) based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, contains the following disclaimer:
 - i. “Any opinion, findings, and conclusions or recommendations expressed in this material are those of author(s) and do not necessarily reflect the views of the Ohio Learning Network.”

3. *Copies for OLN.* The awardee is responsible for assuring that two copies of every publication of material based on or developed under this award, clearly labeled with the award number and other appropriate identifying information, are sent to the OLN program director promptly after publication. Failure to submit such documents may prohibit the principle investigator from receiving additional grants or contacts.

General Project Updates/Results Dissemination:

OLN co-hosts an annual conference at which grants recipients are expected to disseminate results of OLN-funded projects. Unspent funds may be used to attend the conference.

Termination Review Procedure:

A request for review of notice of termination or settlement should be addressed to the Executive Director, Ohio Learning Network, 2455 North Star Road, Suite 200, Columbus, OH, 43221. It must be postmarked no later than 30 days after the date of the letter notifying the awardee of the termination or settlement.

Furthermore, OLN reserves the right to exclude from consideration proposals submitted from institutions that have failed to complete previous grants work in accordance with the stipulations of the grant. In those instances where OLN elects to exclude an institution from further consideration, OLN will notify the institution of its intent-to-exclude and offer the institution an opportunity to appeal. It is the institution's responsibility to oversee the completion of grants work supported by OLN and the final decision to exclude an institution resides with OLN.

Effective December, 2006, this document replaces all previous OLN Contracts and Grants guideline documents, separate and/or combined, amended during the time period September, 2001 through April, 2005.

Amended: May, 2007.