Mini Grant Terms & Conditions

Budgetary and Fiscal Conditions

Budget: The award letter designates the IonE-approved total budget. The lead Principal Investigator (PI) is responsible for spending the awarded funds in accordance with the budget approved, except as noted under ***reallocation of funds*** below. Deviation from the approved budget or project expectations without prior written approval from IonE will be cause for termination of the project and reversal of funding. IonE oversight of these funds is retrospective; the PI and their accountant are responsible for expending the award as approved and for the removal of any over-expenditures or unauthorized expenditures.

Reallocation of Funds: If the PI finds it necessary to establish an expense category in addition to those in the approved budget or to reallocate more than 25% of an original line to another existing line, an email request must be made to IonE (ione-mg@umn.edu). The following must be included in the request: IonE project number; description of the new budget item; description of the existing approved budget item from which funding should be taken; dollar amount; and justification for the request in terms of the overall goals and objectives of the project as approved.

Prohibited Expenditures: See UMN policy for a complete list of unallowable expenses.
Additional unallowable expenses for an IonE Mini Grant include:

- Staff salary (student salary is acceptable)

- Computer equipment

- Facilities/maintenance/utilities costs

- International travel (exceptions may be granted with pre-approval, but would be limited to personnel supported (and/or named on the IonE Mini Grant proposal and budget).

No-Cost Extensions: IonE does not allow no-cost extensions for Mini Grants except in rare cases and for extenuating circumstances. In those cases, the request must be submitted to (ione-mg@umn.edu) at least 30 days prior to the end date of the Mini Grant. The request must include: IonE Mini Grant project number; justification for the request in terms of the overall goals and objectives of the approved project; changes to the work plan/project deliverables; changes to the approved budget; and a revised timeline.

Account Balance/Close-out: Unexpended funds at the end of the grant period will be identified by the department and must be returned to IonE within 30 days of the end of the project. Those funds should be returned to: 1000-10107-20080-1000012559. *Expenses to the account after the project end date will not be allowed.*

If the Mini Grant account is in deficit at the end of the project, expenses must be transferred to another source of funding. Note that fund transfers by departmental/area budget officers are strictly prohibited on these grants and cannot be used to remove positive balances or cover deficits at year-end. Only expenses causing an overdraft may be removed.

Communications & Events

Acknowledgement of Funding: Communications about a project or event funded by an IonE Mini Grant should acknowledge the source of funding and comply with University of Minnesota brand standards.

A downloadable badge graphic is available for posters, postcards, and other print or digital collateral. When the graphic is not applicable or for verbal acknowledgement, preferred language includes "supported by an Institute on the Environment Mini Grant" and "funded [in part] by an Institute on the Environment Mini Grant" (where the phrase *in part* is used as needed). Linking to the IonE website (environment.umn.edu) is encouraged but not required.

Sharing the News: IonE would like to be kept in the loop about Mini Grant events, milestones, and outcomes.

- Submit all public-facing events, as soon as details are finalized, for listing on the IonE website. Send time, date, location, a description, and a link (if applicable) to ione-mg@umn.edu. Events listed online are promoted through a variety of channels including internal IonE newsletters, Google calendars, and social media.

- If you are approaching a project milestone or if your project /event receives media attention, drop us a line at ione-mg@umn.edu; we love to help promote and amplify stories. Don't forget to give your home college, school, or unit communicators a heads up too, if they are not already in the loop.

- Tag @UMNIonE on Twitter and Facebook.

Facility Rental: IonE has a variety of rooms in the Learning and Environmental Sciences (LES) building that can be used to host Mini Grant events. If you would like to hold an event at IonE, review the facility rental guidelines and make your reservation as early as possible. There are also a variety of event-planning resources available online.

Please note: IonE cannot coordinate media relations, produce communications materials, or handle event logistics. All Mini Grant activities must be undertaken by project personnel, including but not limited to coordinating guest travel, hotel reservations, event registration, catering, beverage/concierge service, nametags, etc.

Reporting Requirements

Final Reports: A final project report is due within 30 days of the project end date. The required format or link will be emailed to the PI at least 30 days prior to the due date of the report. The lead PI is responsible for submitting the report to ione-mg@umn.edu.

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