

# INSTITUTE ON THE ENVIRONMENT

## Mini Grant Award Terms & Conditions

*Updated June 2022*

### 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 e-mail request must be made to IonE ([ione-mg@umn.edu](mailto: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 & other technology equipment
- Facilities/maintenance/utilities costs
- International travel (exceptions may be granted with pre-approval)

**Note:** Travel expenses are limited to personnel supported and/or named on the IonE mini grant proposal and budget.

**No-cost Extensions:** IonE no longer allows no-cost extensions for mini grants except in rare cases and for extenuating circumstances. In those cases, when possible, the request must be submitted to Noah Greensweig ([ione-mg@umn.edu](mailto: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; any changes to the work plan and/or 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 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

Communications: It is IonE's expectation that all external communication, media, and publicity related to an event or project funded by an IonE mini grant will acknowledge the source of funding and comply with IonE communications standards. We have IonE Mini Grant badges that may be applied to your media [at this link](#).

Events: IonE has facilities that may be used to host mini grant events, based on availability. If you would like to host your event here or would like tips on event planning, you may find more information on our [intranet here](#).

If you would like to host an event at IonE, please refer to the previous link and coordinate with our Events Team [at least](#) 3-6 months prior to your anticipated event. If you are hosting a mini grant event *not at IonE*, please [submit that information here](#) as soon as event details are finalized.

NOTE: IonE does not have the capacity to plan and/or coordinate your event. All mini grant event-related activities must be undertaken by project personnel, including, but not limited to, these types of activities: coordinating guest travel; hotel reservations; event registration; catering; beverage/concierge service; and name tags.

## 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, along with a reminder at least 30 days prior to the due date of the report. The lead PI is responsible for submitting the report to Noah Greensweig ([ione-mg@umn.edu](mailto:ione-mg@umn.edu)).



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