Office of Grants and Contracts
500 8th Avenue, Lewiston, ID 83501
208-792-2166 | grantsoff@lcsc.edu

Elements of a Sponsored Projects Application

PROJECT FUNCTION

Sponsored projects can be classified into generalized functional categories utilized by the National Association of College and University Business Officer's (NACUBO).

ACADEMIC SERVICE / SUPPORT

Includes activities designed to provide support services for the College's primary programs of instruction, research and public service. Examples include, libraries, museums and galleries, educational media services, academic computing services, ancillary support, academic administration, academic personnel development and course and curriculum development.

EQUIPMENT

Tangible property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

FINANCIAL AID / SCHOLARSHIPS

Scholarships are resources to provide financial support to students based on academic achievement, need, or other criteria. Recipients of scholarships are not expected to render services to the institution as a consideration for their scholarship, nor are they expected to repay their scholarships.

INSTITUTIONAL SUPPORT

Includes (1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; (2) fiscal operations, including the investment office; (3) administrative data processing; (4) employee personnel and records; (5) logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; (6) support services to faculty and staff that are not operated as auxiliary enterprises; and (7) activities concerned with community and alumni relations, including development and fundraising.

INSTRUCTION

Activities that are part of an institution's instructional program. Included are credit and noncredit courses for academic, vocational, and technical instruction; remedial and tutorial instruction; regular, special, and extension sessions; and community education. Includes departmental research and sponsored instruction.

OPERATION / MAINTENANCE

Includes the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises and independent operations (e.g., physical plant administration, building maintenance, custodial services, safety, security, space management, occupational health, utilities, landscape and grounds, major repairs and renovation, etc.).

PUBLIC SERVICE

Includes activities established primarily to provide non-instructional services for the benefit of the general community and the public at large (e.g., community service activities for conferences, institutes, general advisory services and reference bureaus, consultation, testing services, and cooperative extension efforts between the institution and outside agencies, etc.).

RESEARCH

Includes activities specifically designed and/or organized to produce research, whether commissioned by an external agency or by an organizational unit from within the institution. Also includes activities which need approval from a human-subjects, animal-subjects and/or biosafety compliance committee.

STUDENT SUPPORT / SERVICE

Includes activities which are designed to contribute to students' emotional and physical well-being and intellectual, cultural and social development outside the context of formal instruction (e.g., Athletics, student admissions, student records, student services administration, social and cultural development, counseling and career guidance, student health services, etc.).