

HPU GRANTS POLICIES /GUIDELINES

Projects funded by external sources must adhere to both HPU's policies and guidelines as well as those set forth by the sponsors. In case of any conflicts between the two, the agreement/contract governing the parties' relationship should specify which institution's policies and procedures take precedence. If the agreement/contract is silent on this matter, the general rule is to follow the strictest requirements. However, it is essential to note that federal and state laws and regulations supersede university policies, and university policies and guidelines take precedence over school, department, or lower unit bylaws, policies, or guidelines. In any situation where there is uncertainty, PD/Pis are encouraged to reach out to OSP, or the OUC for guidance.

Federal and state funding sources have stringent policies and guidelines for awardees. The OMB issued the "[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)" (Uniform Guidance) (2 CFR Chapter I, Chapter II, Part 200, et al.) in December 2013, which outlines these requirements. A copy of the OMB Uniform Guidance is hyperlinked above. Additional information can be found on the updates and guidance effective in November 2020 which can be downloaded: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>.

- [HPU Grant procurement policies](#)
- [HPU University's Travel Policy](#): Can also be found using the steps below.
 - Access My.hpu.edu
 - Click on faculty Services (on the left sidebar menu)
 - Click on Human Resources
 - Under Manual section, look for "Travel & Expenses Policy "
- [Contract Approval Guidelines](#): Can also be found using the steps below.
 - Access My.hpu.edu
 - Click on faculty Services (on the left sidebar menu)
 - Click on Human Resources
 - Under Manual section, look for "Contract Approval Guidelines "
- Policy on Faculty Compensation from Grants
- [Policy for Fringe Benefits from Grants](#)
 - Under HPU's Facilities and Administrative Cost rate agreement (2021-2025), the Fringe benefits are included in the direct costs: FICA, WORKERS COMPENSATION, MEDICARE, MEDICAL/LIFE/DRUG/VISION/DENTAL INSURANCE, UNEMPLOYMENT COMPENSATION, TEMPORARY DISABILITY INSURANCE, RETIREMENT, AND TUITION WAIVER.
- Grant Property and Inventory Management Policy
 - [Fixed Assets Inventory Memo and Fixed Assets Inventory Procedures](#)

- [HPU Conflicts of Interest \(For employees\)](#) : Can also found using the steps below.
 - Access My.hpu.edu
 - Click on faculty Services (on the left sidebar menu)
 - Click on Human Resources
 - Under HR Form section, look for “Conflict of Disclosure Form”
 - The policy is on Page 2.
- [HPU Signature Authority Limits Schedule](#) : Can also found using the steps below.
 - Access My.hpu.edu
 - Click on faculty Services (on the left sidebar menu)
 - Click on Human Resources
 - Under Manual section, look for “HPU Signature Authority Limits Schedule “