

## JSHS Financial Guidelines

The Subgrant proposal process includes a Regional Financial Statement that contains a completed Budget JSHS Subgrant section. An authorized representative of the subcontracting institution must sign this form. The National JSHS office's acceptance of the subgrantee's proposal, as submitted by completion of the Regional Financial Statement and Technical proposal, results in the issuance of a subgrant that serves as a mutual agreement between the subgrantee and the National JSHS Office.

A Total "Actual" Direct Expense that exceeds the Total "Budgeted" Direct Expense must have prior approval from the National JSHS office for reimbursement. Such requests for increased expenditures should include information regarding the level of proposed effort, changes in key personnel or symposium scheduling,

Due to the student recruitment benefit offered through the JSHS program, the policy regarding payment of overhead, and/or indirect expenses (administrative service fees) for the U.S. Army, Navy, and Air Force sponsored JSHS Program is that overhead and/or indirect costs are not authorized and will not be reimbursed. Military funding is provided as per accounts listed on the Regional Financial Statement and are outlined below:

Both in budget and actual, Total Administrative Expenses (labor) cannot exceed \$3,000 or 25% of Total Direct Expenses, whichever is less.

Operational Expenses include expenses for meeting space, housing, food services, transportation, communications with symposium participants, program publications, the registration process, arrangement for emergency medical services, and supervision and chaperonage. Additionally, the program director oversees the financial administration of the subgrant award and the preparation of budgets and year-end financial reports.

The following expense categories are listed on the Regional Financial Statement:

**speakers** – payment of honoraria and other expenses related to securing speakers

**food-** payment and reimbursement of food expenses

**lodging-** payment and reimbursement of lodging expenses

**travel-** payment and reimbursement of travel expenses for speakers, judges, staff, other; symposium transportation costs for buses or other ground transportation (Note: Due to budget constraints, reimbursement to schools for travel expenses may not be possible. This is a regional symposium decision that must be based upon the availability of funds.)

**office operations-** payment of expenses regarding supplies, postage, telephone, fax, etc.

**printing-** payment of printing expenses related to printing symposia information

**facility rental-** meeting room expenses

**miscellaneous-** a general-catch all for expenses that do not relate to the above expense categories; however, miscellaneous expenses may not exceed 5% of Total Direct Expenses in either budgeted or actual expenses.

The intended use of subgrant funding is to cover the costs of administering a Junior Science & Humanities Symposium that is rich in program and provides the best educational experience for the students. Expenses for hardware, software, clothing, gifts and other expenses outside of the above categories are not allowed.

The final Regional Financial Statement is due into the National office no later than 90 days after the completion of the regional symposium.