

POLICIES & PROCEDURES

Policy: SPP Grants – Salary, Travel, and Indirect Costs Support

1. Purpose:

- To provide clear guidance regarding the allowability of indirect costs, salary support, and travel expenses within the grants awarded by SPP.
- To ensure consistency, transparency, and alignment with SPP’s mission-driven approach to funding.

2. Definitions:

Direct Costs: Defined by the NIH Grants Policy Statement (U.S. Department of Health and Human Services) as “any cost that can be specifically identified with a particular project, program, or activity or that can be directly assigned to such activities relatively easily and with a high degree of accuracy.” Examples include project-specific materials, participant stipends, research assistant time, and Software or equipment used exclusively for the funded project.

Indirect Costs: Defined by the U.S. Department of Education, Office of the Chief Financial Officer (2020) as “the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.” Examples include utilities, rent, administrative salaries, and office supplies not directly tied to a funded project.

Salary Support: Compensation for Investigator(s) working directly on the funded project. This may include wages, benefits, or other compensation for efforts directly related to the project, as reflected in the budget.

Travel Support: Funding provided to cover travel-related costs (transportation, lodging, registration, and/or per diem) for attendance at SPP’s Annual Conference (SPPAC) or APA Convention.

3. Policy Statement:

3.1 Indirect Costs:

- SPP does not provide support for indirect costs.

3.2 Salary Support:

- Salary support for mentors on student grants is not allowed.
- Salary support may be included in a grant budget proposal.
- Investigator salary support will be limited to 2% of the total grant monetary award or \$500, whichever is greater.
- Any request for salary support must be clearly reflected in the budget proposal submitted with the grant application.

3.3 Travel Support:

- Grant funds may be conditionally approved for travel up to \$1,000.
- Travel support is only allowable when:
 - The grantee submits a formal request for the use of grant funds to support travel.
 - The travel is for attendance to SPP’s Annual Conference or APA’s Annual Conference during the grant period or in the 18 months immediately following grant completion.
 - The grant includes a requirement for the grantee to present at the conference (e.g., a poster or oral presentation).

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