



GRANT ADMINISTRATION POLICY

The focus of this policy is on grants to support TMS conferences and obtained in cooperation with symposium or short course organizers.

1. Eligible grants for administration by TMS include grants that provide travel and/or registration support for speakers, students, and/or other key attendees at TMS conferences, student speaker/poster contests, production of conference proceedings and other publications, or provide general meeting or short course support.
2. Conferences sponsored by TMS in name only will not be eligible for grant administration.
3. All grant requests shall be administered by the TMS Human Resources and Accounting Specialist and will be subject to the approval of the TMS Technical Director or his/her designee. All requests shall be submitted to TMS in a timely manner. Generally this will be defined as no less than six months prior to the start date of the funding. This provides TMS and the funding source with sufficient time to process the request, respond and implement.
4. The TMS Technical Director or his/her designee, shall be designated as the Principal Investigator and/or contact for all grants.
5. The organizer is expected to aid in the preparation of all proposals and reports required by the funding source. TMS is responsible for final preparation, filing and timely submission of all grant reports.
6. Amendments to the proposal and or grant, if needed, are the responsibility of TMS.
7. All rules and regulations of the funding source shall be strictly enforced by TMS.
8. Grant funds received will be deposited and maintained in a TMS grant account with proper accounting controls. All proceeds from grantor organizations are to be made payable to The Minerals, Metals & Materials Society, Inc.

9. Travel and lodging expenditures for speakers and students are directed by the organizer and paid by TMS after the conference has concluded and grant funds have been received by TMS. To facilitate the reimbursement, the following actions are needed:
 - a. The organizer will provide the TMS Human Resources and Accounting Specialist with a list of eligible individuals who are to receive a stipulated dollar amount for travel, lodging and or registration. This list shall contain the name, address, e-mail address, and telephone and fax numbers for each person.
 - b. TMS or an organizer will contact the individuals and advise them of their reimbursement amounts and procedures to be used to receive the reimbursement and any regulations that they must adhere to pursuant to the funding agency contract.
 - c. TMS or an organizer will supply the individuals with the necessary reimbursement forms.
 - d. All grant expense reimbursements will be accompanied with proper documentation as required by the funding source or TMS and all reimbursements shall be made to the person who or entity which paid the expense.