

## Public Service Endowment Grants Application Q&A

If your question is not answered here, please contact Public Service Endowment Grants program administrator Mary K. Green in the Office of Research Development at [mkgreen@umass.edu](mailto:mkgreen@umass.edu) or (413)545-8641.

- We have a budget that includes with \$3K in honoraria to community organization staff. How are these payments handled?  
*Honoraria can be included in a subaward to the community partner or paid out of the PIs grant account. If honoraria are going to individuals at several organizations, paying them directly will be better. It is not advisable to plan for more than one subaward.*
- If a PI is head of a unit, who should write the letter of support?  
*The supervisor of the PI (such as their dean) should write the letter.*
- We want to do a service project that does not have a research component. Would that be competitive?  
*Projects should benefit the university. Therefore, competitive proposals have some sort of professional or scholarly output – e.g., a case study for presenting at a conference or an article in an academic or professional publication.*
- Is it recommended to have collaborators from different units?  
*There is no preference as to the composition of the team. Form your team however is most appropriate to the project.*
- Can collaborators be part-time UMass personnel?  
*These are single PI grants and the PI must be full time. However, other UMass faculty and professional staff can be collaborators and collaborators can be part-time. Graduate students can participate in the project but are not included as collaborators.*
- It is six weeks before the grant deadline and we don't have a specific design yet and we have not yet built a relationship with the community partner we want to work with. How much contact should we have had before applying?  
*You want to have had enough interaction with your community partner to have collaborated in developing the project. In this case it sounds like it's late to get started. You may be able to develop a good project, but be careful of rushing a project. It may be better in the long run to take more time to build the relationship and develop the project for next year.*