

2021-22 Conference Grant –Flexibility Usage Instructions

Last updated: March 2, 2022

For 2021-22 grant cycle, there will be flexibility provided in Tiers One, Two and Three.

For 2021-22 grant cycle only, conferences may use Tier One funds on any preapproved Tier Two or Tier Three grant expense after the requirement that at least \$200 per institution is spent on Student-Athlete Advisory Committee (SAAC) and no more than 25 percent of the Tier One annual funds, which excludes rollover funds, on conference office personnel. Unspent Tier Two funds may be spent on preapproved items in Tier Three and, all Tier Three funds need to be spent before using Tier Two funds for Tier Three pre-approved expenses.

We have put into place some specific directions for individuals needing flexibility this year.

Tier One funds spent in Tier Two or Three:

To report Tier One funds spent on Tier Two or Three preapproved items, please follow these steps in the 2021-22 conference grant impact form:

- Log into the 2021-22 conference grant impact form via MyApps on ncaa.org.
- When reporting expenses for either Tier Two or Three with Tier One funds, select “Approved Tier Two or Three expense paid w/Tier One funds” as preapproved use.
- Add the preapproved Tier Two or Three use in the “preapproved use” box. *For example, PPE for student-athletes.*
- Then add a note in the “description of use” box to provide details. *For example, purchased 2,000 N95 masks for student-athletes at ABC University.*
- Enter amount spent.
- Click “save preapproved use” to save to your impact form.

Tier Two funds spent in Tier Three:

To report Tier Two funds spent on preapproved Tier Three items. Please follow these steps in the 2021-22 conference grant impact form:

- Log into the 2021-22 conference grant impact form via MyApps on ncaa.org.
- When reporting expenses for Tier Three with Tier Two funds, select “Approved Tier Three expense paid w/Tier Two funds” as preapproved use.
- In Tier Two, Other category, in the box that states, “preapproved use”, add “C-19 Impact, Tier Two funding + preapproved Tier Three expense” as preapproved use.
- Add a note in the “description of use” box that includes the following: “C-19 Impact, Tier Two funding used for preapproved Tier Three expense. Funds were used to support (enter specifics)”.
- Enter amount spent.
- Click “save preapproved use” to save to your impact form.

Tier Three funds spent in Tier One or Two:

To report Tier Three funds spent on Tier One or Two preapproved items, please follow these steps in the 2021-22 conference grant impact form:

- Log into the 2021-22 conference grant impact form via MyApps on [ncaa.org](https://myapps.ncaa.org).
- When reporting expenses for either Tier One or Two with Tier Three funds, select, “Approved Tier One or Two expense paid w/Tier Three funds” as preapproved use.
- Add the preapproved Tier One or Two use in the “preapproved use” box. *For example, Guest speakers for conference SAAC meetings.*
- Then add a note in the “description of use” box to provide details. *For example, Gloria Smith - mental health speaker/trainer with Active Minds.*
- Enter amount spent.
- Click “save preapproved use” to save to your impact form.

As a friendly reminder, per Conference Grant policies and procedures, Tier Three funds may be used on any permissible Tier One or Tier Two initiative.