

PROCEDURE TITLE:	GRANTS APPLICATION, APPROVAL & MANAGEMENT
PROCEDURE NO.:	5.13:1
RELATED POLICY:	5.13REV
PAGE NO.:	1 OF 2
RESPONSIBLE PARTY:	DIRECTOR, GRANTS & SPONSORED PROGRAMS
EFFECTIVE DATE:	11/18/2022
NEXT REVIEW DATE:	11/2025
APPROVED BY:	PRESIDENT

1.0 NOTIFICATION AND APPROVAL OF INTENT TO APPLY FOR GRANT

To begin a grant proposal, the principal investigator must complete and submit a written summary of the grant proposal to the Office of Grants and Sponsored Programs indicating their intent to apply. Members of the campus community will use intranet resources to complete the intent to apply.

- 1.1 The notice of intent to apply must, at minimum, indicate the area of interest and a preliminary budget that includes indirect costs. This information will be submitted by the Office of Grants and Sponsored Programs to the appropriate offices for review (i.e., supervisor, dean, vice president, grants accountant, etc.).
- 1.2 Once the notice of intent to apply has been reviewed and approved by all appropriate University officials, the Office of Grants & Sponsored Programs will coordinate the submission of the full grant application by the project directors and/or principal investigators.

2.0 SUBMISSION OF GRANT PROPOSAL

- 2.1 To submit a full grant proposal to a funding agency the project director's or principal investigator's supervisor(s), vice-president, and the President or designee must indicate their approval by signature.
- 2.2 For all grant proposals, the specific funding agency requirements, proposal summary, proposed budget and budget narrative require review and approval by the appropriate business office representative before submission to a granting agency.

3.0 ACCEPTANCE

- 3.1 Upon notification of award, the principal investigator must notify the Office of Grants and Sponsored Programs, who in turn will prepare a statement for the appropriate University officials and, when requested by the President, submitted as an informational item to the Board of Trustees.
- 3.2 Acceptance of a grant is required by the President or designee.

- 3.3 Grant award(s) may be accepted by the University as outlined in this policy, provided the terms of the grant have not been substantially altered since the grant's original submission. If the terms of the grant have been substantially altered since its original submission, acceptance of the grant requires approval as set forth in 1.0 above.
- 3.3.1 "Substantially altered" shall mean an increase/decrease in grant amounts of 10% or more, an increase/decrease of time frames to complete the terms of the grant in excess of 20% of the original grant, change(s) in the source of grant funds not listed in the original grant, changes(s) in principal(s)/chief investigator(s) and/or such other changes as determined by the President or designee. This list of what is considered "substantially altered" is not exclusive.
- 3.4 Any grant or contract accepted by the University must meet all the guidelines in this policy, must contain all required signatures, and must be administered according to the University's standard accounting practices for grant and contract funds.

History

Effective: 11/18/2022