Purpose and Need:

The pursuit of external funds by individuals or campus organizations to assist in the development of programs which support LCSC’S role and mission is a high priority of the institution, and the college’s role and mission serve as guidelines for determining the suitability of any proposal. When a proposal is submitted to an external sponsor the institution is assuming significant financial and legal obligations; therefore it is imperative that grant proposals and contract applications be evaluated by relevant campus administration and institutional units impacted before the application is submitted to an external sponsor for review. This policy reflects and supports the Idaho State Board of Education’s Governing Policies and Procedures for Grants and Contracts:


In addition to serving as the institution’s office of primary responsibility for the oversight of grants, the Office of Grants and Contracts (grantsoff@lcsc.edu ext. 2460), is charged with assisting college personnel—novice as well as experienced grant applicants—in exploring grant opportunities and writing grant applications, and in providing support to unit personnel throughout the life cycle of a grant.

Policy:

1.0 Grant Proposal Authorization

1.1 Prior to a proposal being submitted to an external sponsor, the Principal Investigator (PI) or grant initiator must receive approval from their direct supervisor and/or appropriate Dean or Division Chair, the Information Technology Director, the Provost, Budget Director, Office of Grants and Contracts Director, and Vice President for Finance and Administration.

1.2 A Principal Investigator must be a permanent college employee, and is responsible for the design, technical/administrative conduct, reporting, research, and/or service project supported by the external funding.

1.3 With the approval request, the Principal Investigator or grant initiator must submit a budget summary and a grant abstract which clearly and concisely describes the proposed project.
1.4 Upon receiving final approval, the proposal will be reviewed by the Office of Grants and Contracts to verify that all procedures and grant requirements have been met prior to submission. Final submission approval is granted by the President of the Institution or the Vice President for Finance and Administration, who are the official signatories for all grant proposals.

2.0 Criteria for Submitting Proposal

1.1 Institutional Benefit. Proposals must clearly identify institutional benefits and, more specifically, how individual units/programs will benefit from initiating the activities suggested.

1.2 Institutional Impact. Proposals must clearly identify individual units impacted by initiating the suggested activities.

1.3 Long-Term Commitments. Long-range sustainability commitments that extend beyond the lifetime of the proposed grant, as well as strategies to deal with those commitments must be addressed in the proposal.

1.4 Match. Committing the institution to any in-kind (non-cash contributions) or direct grant match (cash or in-kind) requires prior approval by the Vice President for Finance and Administration, upon the review and recommendation of the Budget Office and Office of Grants and Contracts.

1.5 Conflict of Interest. If the project involves any individual or organization with whom the principal investigator(s), member of the PI’s immediate family, or other project participants maintain a business relationship, written disclosure of that relationship and intended plan to address must be submitted with the proposal to the Office of Grants and Contracts, Provost, and Vice President for Finance and Administration. [Note: Specifically required for National Science Foundation (NSF) and National Institute of Health (NIH) applications.] Additionally, if funds are sought from a component of the Public Health Service, regulations specify compliance with their required policy of disclosure of significant financial interests and the management and reporting of financial conflicts of interest. This criterion reflects and supports the institutional conflict of interest policy: Policy 3.101 Code of Ethical Conduct.
SECTION: GRANTS AND CONTRACTS

SUBJECT: APPLICATIONS

1.6 **Indirect Cost Waivers.** Any requests to waive any portion of indirect costs can only be approved by the Vice President for Finance and Administration, upon the review and recommendation of the Budget Office and Office of Grants and Contracts.

**Procedures:**

1.0 Procedure for Obtaining Grant Proposal Authorization and Submitting Proposal

1.1 To obtain approval for proposal submission, the P.I. or grant initiator submits an Approval Request, which includes the proposal and project budget, through the approval mechanism, accessed at [www.lcsc.edu/grants](http://www.lcsc.edu/grants). This process ensures that any grant for which LCSC becomes the fiscal agent has received approval from campus administration and institutional units impacted by the proposed project. Principal Investigators should complete the Approval Request no later than seven days before the date the grant application is due. First time P.I.s or grant investigators need to consult with the Office of Grants and Contracts prior to submitting an Approval Request. Further instructions can be found by accessing the above website, which provides further detailed information. Submitting an Approval Request does not obligate the P.I. or grant investigator to submit a final proposal.

1.2 Appropriate supervisors and administrators will electronically receive the Approval Request for review and approval.

1.3 All requests to change program scope or budgets for funded programs must be reviewed by the Budget Office and Office of Grants and Contracts, and approved by the appropriate vice president. The P.I. or project director is responsible for submitting the request to the funding agency.

1.4 All grant recipients should submit reports required by the funding agency to the Office of Grants and Contracts three days before they are submitted to the funding agency. Institutional copies of all proposals, sub awards, contracts, grant award notifications, reports, and other official communications with funding agencies must be filed with the Office of Grants and Contracts, which is the institution’s official repository for this information.