

SUBJECT: GRANT AND CONTRACT APPLICATIONS

Purpose and Need:

The pursuit of funds from outside agencies by individuals or campus organizations to initiate research or to assist in the development of programs is a high priority of the institution. It is imperative that the ramifications of receiving a particular grant or contract be fully analyzed before the application is submitted to an outside organization for review. Campus units affected by proposals should be consulted during the proposal development stage and, where feasible, fully involved in the writing process.

Policy:

1.0 Criteria for Submitting Proposal

- 1.1 Proposals must clearly identify institutional benefits and more specifically how individual units will benefit from initiating the activities suggested.
- 1.2 Long-range commitments as well as strategies to deal with those commitments must be addressed.
- 1.3 All proposals must be approved by the appropriate division chairperson(s), Vice President for Administrative Services, Provost, and the President before they are submitted to an outside agency.

Procedures:

1.0 Procedures for Submitting Proposal

- 1.1 All grant proposal authors/contract negotiators must complete an Intent to Apply form and submit it to the Office of College Research no later than 15 days before the date the grant is due. (Submitting an Intent to Apply does not obligate you to anything.) At that time, proposal writers should also develop a timeline with the Director of College Research to ensure proper adherence to College and State requirements. The proposal writer must discuss their proposal with IT, the Ed Tech Center and any other division or unit which may be impacted by the project. Match requests must be explained and justified.
- 1.2 The Office of College Research will submit a copy of the Intent to Apply to the Provost.

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- 1.3 The Provost will submit the Intent to Apply request to the President's Cabinet for approval. Proposal writers/contract negotiators must receive approval from the Cabinet before pursuing a grant or contract opportunity.
- 1.4 Proposal or contract budgets must be submitted to the Office of College Research so that the budget can be approved by the Budget Director and the proper form submitted to the State Division of Financial Management (DFM) no later than 5 days before the grant is due. The College cannot submit proposals without DFM approval.
- 1.5 Official signatures on the proposal/contract must be those of the Vice President for Administrative Services, the President and the Provost.
- 1.6 Initiators may submit the proposal manuscript to the Grants and Contracts Office for budget review and editing and for assistance with forms. Proposal writers may also request a proposal review committee.
- 1.7 All requests to change program scope or budgets for funded programs must be reviewed with the Budget Director and approved by the Provost who will send the request to the funding agency.
- 1.8 All grant recipients must submit reports required by the funding agency to the Office of the Associate Vice President for Technical and Sponsored Programs before they are submitted to the funding agency.
- 1.9 Institutional copies of all proposals, contracts, reports and other official communications with funding agencies must be filed with the Office of the Associate Vice President for Technical and Sponsored Programs.