

## **Procedures for External Grants**

### **Purpose**

Grants facilitate instruction, professional development and/or launch, support, and improve a variety of institutional programs and/or facilities. Grant activities contribute to the continuous renewal and development of the faculty and staff, to the education and motivation of students, and achievement of the institution's mission.

A faculty/staff member who wishes to pursue a grant must receive preliminary approval from the Provost or appropriate Vice President. Grants that exceed \$25,000 in one fiscal year also require the preliminary approval of the President. Final grant documents require approval from the Provost or appropriate Vice President, the Chief Financial Officer, and when a grant exceeds \$25,000 in one fiscal year, the approval of the President. Additional administrative approvals may be necessary depending on the commitments and resources needed.

### **Administrative Costs**

Grant administrative costs require the use of college personnel and resources. Grant awards are expected to defray these costs. While it is understood that the recoverable amounts from a grant award may vary and that the amount may be subject to the prerogative of the sponsor, the full recovery of permissible indirect costs is an important and necessary part of the budget portion of a grant application.

### **Administrative Support**

The institution provides administrative support for grant proposals in specific ways.

1. The Provost's Office is responsible for reviewing faculty and academic grant proposals for consistency with institutional and sponsor standards, circulating it for internal review and decision-making purposes, and assisting in the preparation of the line item budget for final approval and submission. Staff grant proposals are reviewed and assisted by the office of the appropriate Vice President.
2. The Treasurer's Office provides accounting support during the grant period. This office handles all requests for disbursements and provides assistance in the financial reporting requirements and oversight for funds received.
3. The Grant Administrator (faculty/staff member requesting and receiving the grant) is responsible for overseeing and complying with grant activities, submitting expenditure requests and ensuring adherence to reporting requirements, timetables and other requirements of the sponsor. For a faculty or academic grant, the Provost provides additional oversight. Other administrators may be named as additional oversight for specific awards. The appropriate Vice Presidents provide additional oversight for grants within their areas.
4. Clerical support is generally provided by departmental administrative assistants.

### **Review**

The College will interpret a granting agency's review as a form of external peer review.

Grants should strive to contribute to the attainment of the mission of the College, leave the College in a better position than it was before the grant award, and advance the faculty/staff member's professional growth and development.

Grants should

1. provide funding and support to engage in projects that otherwise the institution would not be able to undertake.
2. involve students in the research/learning process.
3. lead to recognition for faculty, students, and the College by means of the publication, presentation, or sharing of results.
4. enhance programs and/or facilities leaving them in a sustainable condition.
5. be fiscally responsible in that the College benefits from the external support and the grant activity does not constitute a financial or legal liability.

## **Planning**

As soon as a faculty/staff member decides to apply for a grant, the faculty/staff member should schedule a meeting with the Provost or appropriate Vice President to review the implications for the College; to consider potential budget needs; to identify any consortia and subcontract possibilities; to discuss the timeline for submission; and to initiate the preliminary proposal and review process.

Grants may require equipment, computing services, library services, space, special utilities, human subjects, laboratory animals, hazardous materials, agreements with other institutions, and potential patents and/or copyrights which must be addressed when seeking preliminary approval. Additional requirements or implications for approvals from other administrators may be necessary during the preliminary phase.

## **Budget**

A grant budget requires a detailed description of what will be done, who will do it, when it will be done, and what the anticipated costs will be. Additional institutional funds, release time for faculty and staff, and compensation for new personnel must all be addressed. Operating expenses must be projected for the entire grant period. Permissible indirect costs and grant contributions toward indirect costs must be included as part of the proposed budget.

## **Approvals**

Private foundation proposals will often require coordination with the Advancement Office and the Office of the President.

First, the Provost or appropriate Vice President approves the preliminary concept. (For more complex proposals, other administrators may become involved in the preliminary approval.) Grants exceeding \$25,000 in one fiscal year require the preliminary approval of the President.

Second, the completed proposal and budget are approved by the Provost or appropriate Vice President, the Chief Financial Officer, and the President for grants exceeding \$25,000 in one fiscal year. As a part of the completed proposal the faculty/staff member requesting the grant must certify in writing to the institution that to the best of his or her knowledge the statements in the proposal are truthful, complete, and achievable.

The President signs grants exceeding \$25,000 in one fiscal year and certifies in the final proposal that to the best of the institutional official's knowledge, the statements in the proposal are truthful, accurate, and complete and that the College will comply with the conditions of the award. Grants \$25,000 or less in one fiscal year may be signed by the Provost and, if applicable, the appropriate Vice President.

## **Closing of Grants**

Final reporting and accounting activities are the responsibility of the Grant Administrator.