

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.15
		ADMIN. CODE:	3362-5-16
		PAGE NO.:	1 OF 4
		EFFECTIVE DATE:	3 / 4 / 91
SUBJECT:	APPROVAL OF GRANT AND CONTRACT PROPOSALS	RECOMMENDED BY:	President's Council
		APPROVED BY:	

Shawnee State University encourages individuals and University groups to apply for grants and contracts whenever such application and funding would be appropriate to the mission and needs of the University.

1.0 Grant Applications on behalf of an Individual

1.1 Grants Requiring No University Funds or In-Kind Share

Individuals who wish to submit a grant proposal that requires no University matching funds or in-kind share should notify their immediate supervisor(s), vice president, and the President prior to submission.

1.2 Grants Requiring University Matching Funds or In-Kind Share Grants to an individual which require a University cash or in-kind contribution fall under the provisions of Section 2.0 and 3.0, below.

2.0 Grant or Contract Application and Submission

2.1 Proposal to Submit a Grant or Contract

Before beginning a grant proposal, the principal investigator for any grant or contract proposal must obtain the Grant Proposal Summary form attached (copies are available in the office of a vice president), and submit the completed form to the immediate supervisor(s) and then to the affected vice president for approval and forwarding to the President for additional approval. Such approvals to apply are normally forthcoming: this process provides information and the opportunity for assistance.

2.2 Grant Submission

Once the Grant Proposal Summary form is approved, full proposals may be prepared and submitted with all required signatures. While preparing a proposal, grant writers are encouraged to contact the Budget Director for assistance in preparing budgets and to work with knowledgeable University personnel, such as the Director of Development and the Assistant Vice President for Academic Affairs.

2.3 Board Committee Review

The Board's Bylaws require that certain grants and contracts be presented to the Finance & Facilities Committee. Vice Presidents are, however, encouraged to have another Board committee review a proposal for informational purposes.

2.4 Board of Trustee Approval for Submission

If the grantor requires Board approval as part of the submission process and the applicant can meet all deadlines, then such proposals, with the Grant Proposal Summary, should be submitted through a vice president to the applicable Board. committee(s) for discussion and recommendation to the Board.

If application deadlines are close, the grantee may obtain approvals as stated in 2.1 above and submit the proposal to the grantor, with the understanding that all required approvals will be requested at the next applicable meeting of the Board committee and Board of Trustees. Proposals whose submission is approved by the Board of Trustees will not be subject to a later vote of acceptance unless conditions attached to the application are substantially changed as part of the grantor's acceptance process.

3.0 Grant or Contract Acceptance

3.1 Board Committee Information

A Vice President may choose to submit any grant or contract to a Board committee for informational purposes prior to its acceptance.

3.2 Board of Trustee Approval for Acceptance

Required Board' Approval: The Board's Bylaws require that the Finance and Facilities Committee consider "approval of agency grants and contracts that exceed \$25,000 or that commit the University to continue the grant activity beyond the grant period" and-make specific recommendations for.Board action.

3.3 University Acceptance

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.

GRANT PROPOSAL SUMMARY

TITLE:

GRANTING AGENCY:

PRINCIPAL INVESTIGATOR:

PERCENTAGE OF P.I. TIME DEVOTED TO GRANT:

PURPOSE:

CLIENTELE TO BE SERVED:

RELATIONSHIP TO SSU MISSION:

OTHER AGENCIES/ORGANIZATIONS PARTICIPATING IN PROJECT:

BRIEF DESCRIPTION OF HOW PROJECT WILL BE CONDUCTED:

Grant Proposal Summary - Page 2

Grant Title

BUDGET:

<u>Fund Source</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Grant	\$	\$	\$
Other (_____)	\$	\$	\$
University			
In-Kind	\$	\$	\$
Cash	\$ _____	\$ _____	\$ _____
TOTALS	\$	\$	\$

*DESCRIBE SOURCE OF FUNDS FOR SSLI'S CASH COMMITMENT:

(Supervisor's Title)

Vice President

(Supervisor's Title)

President