

Shawnee State University

AREA:	UNIVERSITY-WIDE POLICY	POLICY NO.:	5.13 Rev
		ADMIN. CODE:	3362-5-14
		PAGE NO.:	1 of 2
		EFFECTIVE DATE:	12-10-04
		RECOMMENDED BY:	Provost
SUBJECT:	GRANTS APPLICATION, APPROVAL, AND MANAGEMENT	APPROVED BY:	BOT

1.0 The Office of Grants Management

The Office of Grants Management (OGM) has the mission of facilitating the orderly transmission of information about grant opportunities associated with the state and the federal governments and other agencies. Funding from these sources will be utilized by faculty and staff in the development of teaching, research, public service and other scholarly pursuits for the benefit of the University, its programs, and its students.

1.1 Pre-award: The Office of Grants Management is responsible for stimulating the development of grant applications and contract proposals, consistent with the University's mission, for coordinating the submission of these proposals through University channels to the appropriate external funding agencies.

1.2 Post-award: Once the award has been made, OGM shall provide assistance with the establishment and maintenance of project records, internal and external communications, and monitoring of project budgetary procedures

2.0 The goals for OGM include the following:

- Stimulate research and public service efforts by faculty, staff, and students.
- Coordinate the development of University policies which will nurture and encourage research programs and other grant funded programs consistent with the University's mission
- Act as the University liaison with pertinent funding agencies
- Coordinate the process by which proposals are approved for transmittal to funding agencies.

3.0 Coordination and Assistance

The Office of Grants Management will coordinate all grants administration with the Development Office in order to maximize funding opportunities and to avoid duplication of effort.

4.0 Grant and Contract Proposals

- 4.1 Before beginning a grant proposal, the principal investigator for any proposal must obtain the appropriate University approvals.
 - 4.1.1 The principal investigator must submit a written summary of the grant proposal to the OGM indicating his or her intent to apply.
 - 4.1.2 OGM will submit the summary for the appropriate University approvals.
- 4.2 Once completed, proposals are submitted to OGM, which serves as the clearing-house for the internal administrative review process and the subsequent submission of the proposal to the funding agency.
- 4.3 After the grant summary proposal is approved, full grant applications may be prepared by the project director or principal investigator and submitted to OGM for University coordination and approval.

5.0 Approvals

To ensure that a grant is (a) consistent with the mission of the University, (b) does not conflict with requests already in progress, and (c) accommodates matching (in-kind or otherwise) requirements, if any, grants require the following approvals:

- 5.1 Draft approval (a brief summary of the proposal) is required at all levels of supervision before the grant writer proceeds with the development of a full proposal. This procedure should indicate the area of interest and a cost calculation reviewed by the Business Office.
 - 5.2 Proposal approval (to send the proposal to a funding agency) is given by the project director's or principal investigator's supervisors, vice-president, and the president.
 - 5.3 Board of Trustee approval before acceptance of the grant if required by the Board's bylaws.
- 6.0 The OGM may accept grants provided the terms of the grant have not been substantially altered since its submission. If the terms of the grant have been substantially altered after submission, acceptance of the grant requires approval as provided in paragraph 5.2 and 5.3 if applicable.

(This policy and policy 5.31 replace the previous policy 5.13 dated 8/28/92)