

Shawnee State University

SUBJECT: GRANTS APPLICATION, APPROVAL, AND MANAGEMENT	POLICY NO.	5.13 REV
	ADMIN CODE:	3362-5-14
	PAGE NO.:	1 OF 3
	EFFECTIVE DATE:	03/13/09
	NEXT REVIEW DATE:	03/2014
	RESPONSIBLE OFFICER(S):	PRESIDENT
	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 that are consistent with the University's mission and for coordinating the submission of these proposals through University channels to the appropriate external funding agencies. The OGM serves as the clearing-house for the internal administrative review process and the subsequent submission of the proposal to the funding agency.
- 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 Grants

- 3.1 This policy covers the application, approval and acceptance requirements for all grant proposals submitted on behalf of the University wherever the origination (i.e. Athletics, Academic Affairs, Student Affairs, Administration, Public Safety, Recycling, Energy, etc.)
- 3.2 The Office of Grants Management will jointly coordinate SSU Development Foundation grants administration with the Development Office in order to maximize funding opportunities and to avoid duplication of effort.

4.0 Notification and approval of intent to apply for grant

- 4.1 To begin a grant proposal, the principal investigator must complete and submit a written summary of the grant proposal to the OGM indicating his/her intent to apply.
 - 4.1.1 The notice of intent to apply must at minimum indicate the area of interest and a preliminary budget that includes indirect costs. This information will be submitted by the OGM to the appropriate offices for review (i.e. supervisor, dean, vice president, grants accountant, etc.).
- 4.2 Once the notice of intent to apply has been reviewed and approved by all appropriate University officials, the Office of Grants Management will coordinate the submission of the full grant application by the project directors and/or principal investigators.

5.0 Submission of Grant Proposal

- 5.1 To submit a full grant proposal to a funding agency the project director's or principal investigator's supervisor(s), vice-president, and the President or designee must indicate their approval by signature.
- 5.2 For all grant proposals, the specific funding agency requirements, proposal summary, proposed budget and budget narrative require review and approval by the appropriate business office representative prior to submission to a granting agency.

6.0 Acceptance

Upon notification of award, the principal investigator must notify the OGM who in turn will prepare an informational statement for the appropriate University officials and when requested by the President submitted as an informational item to the Board of Trustees.

- 6.1 Acceptance of a grant is required by the President or designee.
- 6.2 Grant award(s) may be accepted by the University as set forth in this policy provided the terms of the grant have not been substantially altered since the grant's original submission. If the terms of the grant have been substantially altered since its original submission, acceptance of the grant requires approval as set forth in 5.0 above.
 - 6.2.1 "Substantially altered" shall mean an increase/decrease in grant amounts of 10% or more, an increase/decrease of time frames to complete the terms of the grant in excess of 20% of the original grant, change(s) in the source of grant funds not listed in the original grant, changes(s) in principals/chief investigator(s) and/or such other changes as determined by the President or designee. This list of what is considered "substantially altered" is not exclusive.
- 6.3 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.

(5.13 REV 3/2009:5.15 Repealed 3/2009)