

# Shawnee State University

POLICY TITLE:	GRANTS APPLICATION, APPROVAL & MANAGEMENT
POLICY NO. :	5.13REV
ADMIN CODE:	3362-5-14
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EFFECTIVE DATE:	09/20/2024
NEXT REVIEW DATE:	09/2029
RESPONSIBLE OFFICER:	DIRECTOR, GRANTS AND SPONSORED PROGRAMS
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 THE OFFICE OF GRANTS MANAGEMENT

The Office of Grants and Sponsored Programs has the mission of facilitating the orderly transmission of information about grant opportunities associated with the local, state, and federal governments and other agencies. Staff, faculty, students, and partner community organizations may work with Grants and Sponsored Programs to generate grants. These groups must utilize the funding to support teaching, research, public service, and other scholarly pursuits to benefit the University, its programs, and students.

1.1 Pre-award: The Office of Grants and Sponsored Programs is responsible for stimulating the development of grant applications and contract proposals that are consistent with the University's mission. Any grant or sponsored research project that is part of any official Shawnee State University activity must go through the intent to apply process. This process includes coordinating the proposal submission through University channels to the appropriate external funding agencies. The Office of Grants and Sponsored Programs serves as the clearinghouse for the internal administrative review process and the subsequent submission of the proposal to the funding agency.

1.2 Post-award: After a grantee makes an award, Grants and Sponsored Programs shall assist with the establishment and maintenance of project records, internal and external communications, and monitoring of project budgetary procedures.

## 2.0 GOALS FOR GRANTS AND SPONSORED RESEARCH PROGRAMS

The goals for the grant and sponsored research components of the programs include the following:

2.1 Stimulate research and public service efforts by faculty, staff, and students.

2.2 Coordinate the development of University policies which will nurture and encourage research programs and other grant funded programs consistent with the University's mission.

- 2.3 Act as the University liaison with pertinent funding agencies.
  - 2.4 Coordinate the process by which proposals are approved for transmittal to funding agencies.
  - 2.5 Work on final project reports that accurately reflect the completed work.
- 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 they originate (i.e., Athletics, Academic Affairs, Student Affairs, Administration, Public Safety, Recycling, Energy, etc.).
  - 3.2 The Office of Grants and Sponsored Programs will jointly coordinate SSU Foundation grants administration with the Development Office in order to maximize funding opportunities and to avoid duplication of effort.
- 4.0 INDIRECT COST RECOVERY
- 4.1 In order to maximize the recovery of Indirect Costs, also referred to as Overhead Costs or Facilities and Administrative (F&A) Costs, all grant proposals should account for the maximum allowable recovery of Indirect Costs within the project budget.
  - 4.2 Grant proposals may include the use of all or a portion of allowable Indirect Costs as matching funds when necessary or appropriate; however, preference should be given to the recovery of Indirect Costs directly from grant funding whenever possible.
  - 4.3 Submission of grant proposals that do not maximize the recovery of allowable Indirect Costs is prohibited unless required in exceptional circumstances. In such circumstances, the Chief Financial Officer must approve, in writing, the decision to voluntarily forgo the maximum allowable recovery of Indirect Costs.

#### History

Effective: 07/29/91

Revised: 09/20/24; 11/18/22; 03/13/2009 (Merged w/5.15); 12/10/2004; 08/28/92

Applicable Procedure: 5.13:1 Grants Application, Approval, and Management