Policy Number: 704 (revised)

Policy Title: Grant Applications and External Agreements

**POLICY:**

All grant applications to federal, state, local and national organizations and agencies, (including collaborative proposals and sub-awards) and/or agreements with external organizations (including letters of support/commitment, memorandums of understanding, and contractual agreements) must be approved by the Director of Grants and Sponsored Programs prior to submission.

**PROCEDURE:**

1. The individual who is seeking external funding or committing resources of the institution is known as the Principal Investigator (PI) and must inform the Office of Grants and Sponsored Programs (OGSP) of his/her intention to submit a grant application, enter into a contract and/or commit resources of the institution to any external organization.

2. Upon such notification of intention, the PI will provide OGSP with the following:
   a. The name of the external organization and information regarding the funding opportunity or agreement including deadline date, amount of funding available and any cost-sharing/matching requirements, if applicable.
   b. A brief summary of the project idea including the target population, the need for the project, an overview of the activities of the proposed project and the personnel that will be involved.
   c. Evidence of approval to pursue the opportunity from their supervisor.

3. OGSP will schedule and conduct a strategy meeting to review the requirements of the grant application/agreement and develop a timeline for completion with the PI and the PI's supervisor. OGSP will provide a proposal and budget template to the PI if required.

4. The PI will provide OGSP with draft and final proposal documents/agreements in accordance with the established timeline. Final documents must be received 10 days prior to the deadline.

5. OGSP will critique the draft documents and provide the PI with comments and suggested changes to strengthen the grant application/agreement.

6. The OGSP will edit the final documents resolving any errors that could affect the competitiveness of the application/agreement and forward the final documents and the
OGSP Internal Routing Form back to the PI for signature and approval by the PI and the PI’s supervisor. The PI will forward the signed internal routing form back to the OGSP.

7. OGSP will route the documents for approval to the appropriate senior level administrators. Once all signatures have been obtained on the routing form and all required documents related to the proposal have been received, OGSP has the authorization to submit the proposal/agreement.

8. To allow time to handle technical difficulties that sometimes arise in electronic grant submissions, OGSP’s standard procedure is to submit electronic proposals no later than one full-day prior to the deadline.

Policy Council Review Date(s):

AAPC: __________, FAPC __________, SAPC __________,

IAPC __________, ITPC __________

PPAB Approval Date: ______________