

Grant Protocol

In order to ensure that grant proposals and applications align with the University's mission and Strategic Plan and are consistent with the University's emphasis on fiscal responsibility and compliance with federal and state regulations, all grant proposals and applications are subject to review and approval. When considering pursuit of external funding for academic activities and programs, University employees should adhere to the following protocol:

1. Identify an appropriate grant funding source. When reviewing the request for proposals (RFP), be sure to identify:
 - Deadline for submission – it is advisable to allow 6-8 weeks for preparation of a grant proposal.
 - Funding amount and match requirements – the funding available should be sufficient to cover new activities undertaken by the University.
 - Objectives/expected outcomes listed in the RFP – this information (if available) can help focus your proposal towards what the funding source is looking for.

2. Once you have identified an appropriate source of funding, meet with your immediate supervisor (Program Director or Department Chair) **AND** the Dean specific to your area, to discuss the grant opportunity, providing your supervisor with the following:
 - Completed grant questionnaire
 - Overview of your idea
 - Copy of the grant guidelines or RFP

3. Once your immediate supervisor **AND** the Dean has approved moving forward with the grant opportunity, the Dean will present the information and above documentation to the VP of Academic Affairs **AND** the CFO/Treasurer.

4. The VP of Academic Affairs will present each grant proposal to the University's Executive Cabinet, where the final decision will be made in regard to moving forward with the grant opportunity.

5. Once the grant opportunity has received final approval, make an appointment with the Advancement office so they can assist you with the following:
 - Writing and editing
 - Development of performance measures
 - Securing letters of support
 - Providing basic institutional information that you are required to include in most RFPs (institutional history, mission, Federal ID number, Dun and Bradstreet Identification number [DUNS number], etc.)
 - Budget development – **EXCEPT in the case of *state or federally funded grants*. If you are seeking state or federal funding, it is necessary to schedule a meeting with the CFO/Treasurer for review of the grant budget and financial guidelines, as well as to learn about in-kind contribution amounts, matching funds, tax status forms, restrictions, etc.**

6. Submit the completed grant to your supervisor for routing to the CFO/Treasurer and the Vice President for Academic Affairs for final approval and signatures. ***Grant proposals that are not properly routed, reviewed, and approved may not be accepted by the University if awarded.***

6. Make copies of the grant before electronic submission or mailing.

7. Copies should be provided to the Department Chair's Office, Dean's Office, the Academic Affairs Office, and the CFO/Treasurer Office.

8. Once award or rejection letters are received from grantors, provide copies of the feedback materials to the Department Chair's Office, the Dean's Office, the Academic Affairs Office, the Advancement Office, and the CFO/Treasurer Office.

Expedited Grant Protocol

In certain limited circumstances, such as continuations of a grant, faculty and staff grant proposals may be "fast-tracked" through the review and approval process. In these limited circumstances, the PI listed on the grant needs to schedule a meeting with their immediate supervisor, Dean, VP of Academic Affairs, and CFO/Treasurer to request approval to apply for continuation of the grant.

Grant Opportunity Proposal

PI to be listed on the grant: _____ Date: _____

College/Dept where grant will be housed: _____

Grant funding Source: _____ Grant Due: Date _____

Is the grant source from the community/ local government / state / federal?

How much funding is being requested? _____ Over how many years? ____

Is this grant budget relieving? Y/N If yes, how?

Does this grant require matching funds? Y/N If yes, what is the match requirement? _____

Will the PI be requesting a stipend or course release to administer the grant? Y/N If yes, explain

Information to be submitted with the proposal

1. Overview of grant goals and objectives, performance metrics, and timeline
2. Does the objective of this grant opportunity correlate with one or more Institutional goals and objectives written in the University's current strategic plan? Y/N
If yes, list the correlated goal and objective from the strategic plan (e.g., Strategic Plan 2020-2025, Student Engagement & Success Goal 9, Objective 9D)
3. Will this grant require additional space? Y/N If yes, how much space is needed?
4. Will this grant require additional personnel to administer the grant? Y/N If yes, explain

Signatures are required before grant can be formally submitted

Supervisor date

Dean date

VP Academic Affairs date

CFO/Treasurer date

Representative of Executive Cabinet date

