

## EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy: **GRANTS/CONTRACTS APPLICATION AND MANAGEMENT** - Policy No. C003

Supersedes Policy: C003, Dated 1/6/87, 3/1/90, 8/11/94 and 2/1/01

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Recommended for Approval by: Philip Ginnetti, Provost and Vice President for Academic Affairs

Approved by: James D. Moran, Interim President on October 10, 2011

Review Date: As Required

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### **INTENT**

The intent of this policy is to establish the procedures and guidelines which will expedite grant and sponsored programs applications, the review and approval process, and facilitate the acceptance, execution of agreements, and financial transactions in pursuit of a grant's terms and objectives. This policy also addresses contracts related to grant projects.

These guidelines are designed to assist all University personnel with the development, preparation, and submission of grant proposals to external funding agencies.

### **POLICY**

It is the general policy of the University to endorse and support grant and sponsored program proposals which serve the best teaching, research and public service interests of the University and its service area.

It is the policy of Edinboro University of Pennsylvania (University) that all grant and sponsored program letters of intent, proposals, partnership proposals, awards, grant contracts, letters of understanding, memorandums of understanding, cooperative agreements, and financial transactions be submitted, accepted, or approved through the Office of Grants and Sponsored Programs (GSP).

### **PROCEDURE**

#### **I. Background**

All university grants and sponsored programs shall comply with the specific procedures contained in the Grants and Sponsored Programs Handbook document published by the Office of Grants and Sponsored Programs (GSP) and available on the GSP web page. These procedural guidelines are designed to expedite the application, review and approval process, and to facilitate the University's award acceptance and execution of the financial transactions.

The President (or designee) is authorized on behalf of the Council of Trustees to make grant applications, accept grant funds, and approve financial transactions funded by grants and/or sponsored programs affecting university activities or resources.

The GSP shall have oversight responsibility and authority in initiating, coordinating and reviewing grant proposals prior to submission to a funding agency. The Division of Finance and Administration will work with the GSP after receipt of funding to assure legal, policy and professional compliances in the disbursement of sponsored program funds.

## **II. Proposal Development, Preparation and Submission**

Principal investigators (PI) must develop their proposals in compliance with the governing rules and regulations of the sponsor, federal and state governments, and the University. The GSP is available to assist the PI with these issues.

Once the PI develops the proposal, s/he will need to complete the routing form and obtain the approvals of the department chair and dean *prior to* forwarding the packet to the GSP for review and submission. The internal submission is due five (5) complete days prior to the sponsor's deadline. The GSP will review the proposal for compliance with the rules and regulations, as well as ensure that the appropriate people have approved the proposal.

Should the project include various compliance issues such as human or animal subjects, foreign nationals, international travel, cost sharing, further approvals may be needed *prior to* submission.

All submissions for external funding must be completed by the GSP.

## **III. Award Negotiation and Acceptance**

The GSP will work in conjunction with the Division of Finance and Administration to ensure that the award instrument is in compliance with governing laws and regulations. Should the sponsor reduce the budget, the GSP will work with the PI to reduce the scope of work.

All contracts and Memorandums of Understanding (MOU) require legal review. Additionally, all University grant-related contracts and MOUs require written consent of the Vice President for Finance and Administration.

Once the University has accepted an award and all compliance documents are received, Grants Accounting will open an account.

## **IV. Grants and Contract Management**

The GSP will ensure that every PI receives Responsible Conduct of Research training, as well as the necessary support to ensure that the project's administration will be successful.

It is the PI's responsibility to ensure that all expenditures are appropriate, allocable and allowable. The PI will ensure that the Time and Effort Certification is completed as required. Also, the PI is responsible for informing the GSP of any required changes to ensure that the change will be allowable by the sponsor and governing laws and regulations.

Indirect Costs will be returned as follows:

1. 25% Division unit (College/School)
2. 10% PI
3. 25% GSP
4. 20% General Fund
5. 20% Provost

**RELATED POLICIES**

C037 – Surveys and Related Research

**CONTACT INFORMATION**

Contact	Office	Address	Telephone
Director	Grants and Sponsored Programs	148 Biggers House	814-732-1052