



Policy # 55001

Grants Routing and Review

Effective Date: May 1, 2003 (FCT020)

Revised Date: March 15, 2022

Responsible Office: Grants Administration

Division: Finance

I. PURPOSE/OBJECTIVE

To ensure that grant proposals and awards are processed in a timely manner.

II. STATEMENT OF POLICY

The University requires all grant proposals to be signed by the Principal Investigator, Deans, or applicable Vice President, Director of Sponsored Programs, Grants Administration, Budget Officer, Vice President for Finance and the President.

- A. The Proposal Writer shall obtain appropriate signatures from the appropriate academic units and submit to the Grants Administration Office seven (7) working days prior to funding agency's due date for submission.
- B. Grants Administration reviews proposals grant budgets to ensure that salaries, fringe benefits, indirect cost and capitalization rates are in accordance with University's policies.
- C. Where cost sharing is required, the Principal Investigator must indicate how funding will be obtained.
- D. The Grants Administration Office shall obtain appropriate signatures from Budget Officer, Vice President for Finance and the President.
- E. The Grants Administration Office receives all grant awards notifications and retain for five years.
- F. All Appropriate signatures should be obtained before submission to potential funding agency.

The Vice President for Finance must approve exceptions to this policy.

III. REVISION/REVISED HISTORY

February 4, 2020- Revised