

GRAMBLING STATE UNIVERSITY

SUBJECT: GRANT ROUTINGS AND REVIEW

EFFECTIVE DATE

(Contact: Assistant Controller for Receivables/
Grants Director

May 1, 2003

FCT020

I. PURPOSE/OBJECTIVE

To ensure that grant proposals and awards are processed timely by the appropriate officials.

II. STATEMENT OF POLICIES

The University requires all grant proposals to be signed by Principal Investigators, Deans, Vice President for Academic Affairs, Vice President for Finance, Director of Grants Administration and the President. Principal Investigators must ensure that all approvals are received and the proposal delivered to the sponsoring agency on a timely basis.

- A. Grants Administration shall review all grant budgets to ensure that salaries, fringe benefit rates, overhead rates and capitalization rates are in accordance with University policies.
- B. Where cost sharing is required, the Principal Investigator must also indicate on the file copy for University's records, how funding is to be obtained.
- C. Grant awards notification shall be sent to the Director of Grants Administration, and it shall be so noted in the proposal.
- D. When grant awards are received, it is the responsibility of the Grants Administration Office to immediately give notice of the new grant awards via e-mail or memorandum to the President, Vice President for Academic Affairs, Vice President for Finance, Dean, and Principal Investigator.

Exceptions to this policy must be approved by the Vice President for Finance.

APPROVED:

Neari F. Warner

Neari F. Warner
Acting President

4/28/03

Date