Applications to all external funding sources, whether governmental agencies and endowments, private or corporate foundations, which request financial assistance in the form of grants, donations, or contracted support require advance written approval from the Office of the Provost. Approval is required in all instances where such financial assistance involves the use of the college or state name, facilities, resources or personnel, and/or commits the college in any way to the support of the project.

All requests to outside sources for assistance must be fully coordinated in advance through the college’s Grants Office. The Provost or his/her designee must approve all applications for external funding as described above.

Additionally, the President or his designee must formally accept all project monies as described above in the name of the college, prior to their implementation, and must certify proper expenditure of funds, where such certification is required by the funding agency.
PROCEDURE:
All applications for outside financial assistance or for contracted services which use the name of the college and/or state and which commit the college in any way must be submitted to prospective funding sources only after review and approval of the college administration. In this way the college can support applications fully and plan to their most effective use within the broad purposes of the college.

The following procedures are primarily designed to coordinate college support and commitments and to provide the infrastructure to successfully fulfill the obligations of an award.

Preliminary Planning.
Before expending a great deal of time on preparing a formal application for funds—and no later than 3 weeks before the deadline--the prospective grantee must first consult and receive preliminary planning support and approval from his/her respective unit supervisor (e.g. Dean, Director). At this point, the Grants Office must also be involved to discuss the project and what is required for a submission of the proposal. Such plans might include, for examples, registration on electronic websites, Letters of Intent, and discussions of compliance or cost-sharing. Should the parameters of the grant, contract, or funding source preclude multiple applications from one organization, the Provost will at this preliminary stage determine which proposal will go forward from the college. The Provost will consult with relevant persons she/he seems appropriate, before making the decision.

Formal Application.
All formal applications for funds must be approved by the Provost before submission. To insure internal project coordination, such formal requests must be reviewed and approved by the respective unit supervisor (e.g. Dean, Director), by Grants Office, by Associate Provost for Planning and Budgeting, by Business Services for legal issues and risks, and by the Vice President for Administration and Finance for accounting before submission to the Provost for final review and approval. All applications forwarded to the Provost for approval must start the final transmittal and approval process at least ten days prior to any application (submission) deadline and conveyed on the college’s internal approval form. A copy of the grantor’s application/funding guidelines must be included with the material submitted for formal
application. Copies of the college’s internal grant approval form may be obtained from respective unit supervisors and from the grants office.

**Project Award and Reports.**

An award is given to and accepted by an authorized College administrator. The Project Director/Principal Investigator acts on behalf of the College to fulfill the goals of the project, and complete the project activities. Administrative support in doing this lies with the divisional units and the Grants Office. Official and required financial reports will be developed by the Financial Analyst in the Grants Office. This office will assist the grantee so that project funds are effectively expended in a timely way and reported spent for their designated purpose. There are explicit state regulations governing the management and reporting on any funds entrusted to the college irrespective of source.

**Project Administration.**
Overall responsibility for project activities, time and effort reporting, timelines and narrative reports begins with the project director and his/her unit supervisor. Periodic performance reports required by the funding source should also be filed with the unit supervisor and the grants office. Compliance with college, state and federal regulations is paramount in the successful administration of a grant or contract. Every effort should be made by the project director, his/her unit supervisor and by grant/contract support services throughout the college to assure the funding agency that the funds are administered according to regulations. Thus successful projects fulfill the contractual obligations with the funder and affect continuing efforts generally within the college to seek and obtain grants and contracts.

**Attachments:**

Internal Transmittal and Approval Form
Grant Application: [to be developed]