

## Departmental Procedures, Processes, and Responsibilities

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The Grants and Foundation Relations office (GFR) is located in Holmes 200. Office Hours





The University seeks funding for institutional priorities and faculty scholarship. Opportunities are identified in multiple ways, and may come directly from faculty and staff members, the administration, or through prospect research and relationships with agencies and professional colleagues.

. The GFR office will engage in regular prospecting on institutional priorities and faculty scholarship support. Staff will use prospecting tools licensed to the office, and the internet to search for opportunities.

Institutional priorities are established by the President, with strategies and parameters defined by the Provost and the Vice President of Advancement. The GRF office will look for funding to support institutional priorities on a regular and on-going basis.

*Procedure 2A-01: Institutional Priorities Opportunity Prospecting:* a minimum of 3 hours per week will be scheduled to search for opportunities using licensed prospecting tools.

Seeking faculty/staff scholarship funding will be conducted a a d bi ce b fac l members who have approached the office for support and those who are scheduled for junior leaves and sabbaticals will be given priority. In order to most effectively search for funding support for faculty members, t



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*Procedure 2D-02: File disposal:* Proposals not funded will be kept for 5 years. The date of disposal will be clearly marked on the outside of the folder. Each August, files whose disposal dates have passed will be pulled for a final review before disposal. Sensitive materials will be shredded.

Disposal of awarded proposals will occur 5 years after the closing date of the funding. At the time of award, the project timeframe and the projected disposal date will be calculated. The date of disposal will be clearly marked on the outside of the folder. If an extension is granted to the project, the file disposal date will be updated at that time. Each August, files whose disposal dates have passed will be pulled for a final review before disposal. Sensitive materials will be shredded.



The process of Post Award Management begins when a Notice of Award is received. The process may involve several administrative offices, including the Grants and Foundation Relations Office, the Business Office, the Advancement Office, Human Resources, and Financial Aid.





*Procedure 3A-06: Start-up Meeting:*

- A start-up meeting with the PI will occur within a few weeks of receiving the Notice of Award to go over reporting, processing expenditures, and post-grant administration processes. The GFR Office will review the award to make certain there are no unexpected terms and conditions in the award documents. Reporting and other deadlines will be noted on master calendar and discussed with PI.

Post Award Management involves financial oversight, reporting facilitation, and compliance monitoring.

*Procedure 3B-01: Processing Expenditures:* After receiving requests for reimbursements (with receipts),

- A written request (email), justification, and supporting materials are sent from the Principal Investigator/Project Director to the Grants Office.
- The request, justification, and supporting documents are reviewed by the Director of Grants for approval within two weeks of receipt of the written request.
- A Cost Transfer request is generated by the Director of Grants with supporting documentation and sent to the Business Office for secondary review and processing in the U i e i B a e a c c i g e . The Associate Controller in the Business Office will approve and process the cost transfer, or return the request to the Director of Grants within two weeks of receipt. The Principal Investigator/Project Director will be notified of the status of the request at each iterative stage.
- The Director of Grants updates the project record and associated shadow ledgers.

*Procedure 3B-04: Regular Review:* All award activities and expenditures are reviewed on a regular cycle, either monthly, quarterly, or annually. For governmental awards, the review is conducted monthly or quarterly depending on the drawdown cycle. During the drawdown process, the following occurs:

- The Director of Grants and Foundation Relations or departmental staff gather relevant

- purchased expended resources like food or travel may be charged personally to the Principle Investigator/Project Director