

## **Grants and Contracts - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 This document outlines the policies and procedures for the administration and management of grants and contracts for the University. It ensures compliance with grantor regulations as well as institutional policies.

### **2.0 Scope**

- 2.1 This policy applies to all faculty, staff, and students involved in the application, receipt, and administration of grants and contracts at the University. This policy also provides clear guidelines for the submission, acceptance, and administration of grants and contracts.

### **3.0 Definitions**

- 3.1 Grant - a financial award given by an external entity to support a specific project or activity.
- 3.2 Contract – a legally binding agreement between the University and an external entity for the provision of services or delivery of research.
- 3.3 Principal Investigator (PI) - the individual responsible for the design, conduct, and reporting of research or project activities funded by a grant or contract.
- 3.4 Sponsor - an external entity that provides funding through a grant or contract.

### **4.0 Policy**

- 4.1 The University is committed to the effective management of grants and contracts to support its mission of research, education, and community service. All grants and contracts must comply with applicable regulations and institutional policies.
- 4.2 All personnel involved in grants and contracts must disclose any potential conflicts of interest and manage them in accordance with the University's Conflict of Interest Policy.
- 4.3 All grant and contract records must be maintained in accordance with the University's record retention policy for a minimum of seven years.

### **5.0 Procedures**

#### **Authority**

- 5.1 Grants must have a PI who is responsible for developing and submitting grant and contact proposals, managing award funds in accordance with sponsor and university policies, and ensuring that the project is conducted in compliance with all applicable regulations.
- 5.2 The Office of the President provides support for proposal development and submission, reviews and negotiates terms of awards and contracts, and ensures compliance with regulations and institutional policies.

5.3 The Financial Administration Department manages financial reporting and invoices, ensures proper accounting and use of funds under the direction of the Office of the President, and provides financial oversight and compliance oversight.

5.4 Deans and department chairs are responsible for providing oversight and approval of grant and contract proposals and ensuring departmental compliance with institutional and sponsor policies.

#### **Proposal development and submission**

5.5 The PI identifies potential funding opportunities and reviews the funding announcement. The PI then informs the Office of the President about the intent to submit a proposal.

5.6 The PI prepares a detailed budget in consultation with the Office of the President and the Financial Administration Department.

5.7 The Financial Administration Department prepares and distributes a memorandum summarizing the overall financial impact of the proposed grant on the University.

5.8 The Office of the President checks for compliance with the sponsor and University requirements.

5.9 The PI obtains internal approvals from the deans and department chairs, the Vice President of Academic Affairs, the Vice President of Administration and Finance, and the President.

5.10 The Office of the President reviews the proposal for compliance and submits the proposal to the sponsor.

#### **Award Acceptance and Setup**

5.11 The PI receives notice of the award from the sponsor and informs the Office of the President.

5.12 The Office of the President reviews and negotiates the terms and conditions of the award with the sponsor.

5.13 The Financial Administration Department then sets up the grant or contract account for accounting and financial management.

#### **Post-Award Management**

5.14 The PI monitors expenditures and ensures they align with the approved grant budget.

5.15 The Financial Administration Department prepares and submits monthly financial reports to the Office of the President and to the sponsor as required.

5.16 The Office of the President ensures ongoing compliance with sponsor requirements.

5.17 The Financial Administration Department coordinates audits and ensures a timely response to audit findings.

**Project Closeout**

5.18 The PI prepares and submits the final technical and financial reports as required by the sponsor.

5.19 The Financial Administration Department closes the project account and ensures that all funds are reconciled.

**Related Policies and Documents**

Conflict of Interest Policy