

SUBJECT: POLICY FOR SUBMISSION OF APPLICATIONS FOR EXTERNAL
FUNDING

PURPOSE: To outline procedures for university approval of applications for external funding

GENERAL POLICY

The administration of Louisiana State University at Alexandria strongly encourages faculty preparation of applications, proposals and requests for outside support for scholarly activity. The Office of Institutional Advancement is prepared to assist in all aspects of the search for external funding.

To determine that all policies have been followed and that the proposal is within the role and scope of the campus, the following procedures for submission of external funding requests are provided in this policy statement.

First, the proposer must submit the initial *Notice of Intent to Submit a Grant Proposal* to any public or private funding source. Administrative approval to prepare the proposal **does not imply** approval of the final proposal. The form must be returned to the Office of the Chancellor with all signatures and a brief abstract at least 30 days prior to the grant submission deadline. This form will initiate conversations about the proposal with those authorized to commit University support to the project.

Prior to the submitting a draft of the proposal with supporting documentation to all required signatories, the proposal and attachments must first be reviewed by the Director of Institutional Research and Effectiveness for verification of data.

After changes/corrections have been incorporated, the draft of the proposal should be forwarded to the department chair, Coordinator of Grant Development, Executive Director of Institutional Advancement, the Provost and Vice Chancellor for Academic and Student Affairs, the Vice Chancellor for Finance and Administrative Services, and the Chancellor for suggested changes/corrections at least seven (7) working days before submission deadline.

After changes/corrections have been incorporated, the final proposal and attachments along with the University Approval Form should then be forwarded to all required signatories. Three working days should be allowed for the final approval process. (In the event of time constraints, copies of the proposal can be provided to the signatories for their review prior to receiving the original University Approval for External Funding Form.)

Applications requiring the approval of the President of the LSU System are as follows: those involving more than one campus or made jointly with a non-university agency or private corporation, those with a budget of \$250,000 per year or more, those requiring new matching State funds, and those placing unusual restrictions on the university or its personnel. Ten (10) days should be allowed in the approval process if the LSU System President's approval is required.

Upon approval, the university will accept funds from outside agencies and will make any and all disbursement of such funds according to LSUA and LSU System policies and controls. It is the responsibility of the project director to present appropriate and timely requests for disbursement of funds to the Vice Chancellor for Finance and Administrative Services.

The following applies to all proposals: the Chancellor is the administrative head of the institution; the Director of Institutional Advancement is the authorized institutional representative and the person to be notified if an award is made; and the fiscal officer is the Vice Chancellor for Finance and Administrative Services, who is to receive checks, which are to be made payable to Louisiana State University at Alexandria.

RESPONSIBILITIES

1. Project Director or Proposal Originator. Originates and writes the proposal; assistance may be provided by the Coordinator of Grant Development if requested.
2. Director of Institutional Research and Effectiveness. Verifies that all data is correct.
3. Department Chair. Determines if the proposed activity is within the department's goals and conforms to university policies and whether personnel, matching funds or time commitment, space, equipment, utilities, etc. are available and adequate; makes recommendations to the dean concerning the proposal.
4. Provost and Vice Chancellor for Academic and Student Affairs. Determines if the proposed activity is within the goals, role, scope and mission of the university and conforms to university policies; acts upon recommendation of the dean.

5. Vice Chancellor for Finance and Administrative Services. Makes recommendations about whether or not the financial arrangements specified in the proposal meet university and agency requirements, (e.g., indirect costs, matching funds or time commitment, employee benefits, compensation limitations) and makes recommendations concerning the proposal. Receives the grant funds and disburses according to university guidelines and controls.
6. Coordinator of Grant Development. Provides information on funding sources, assists in writing the proposal when requested; determines that the proposal addresses and contains all proposal elements, forms and supplementary information required by the funding agency; and determines if the proposal has been approved by all appropriate persons before final submission.
7. Director of Institutional Advancement. Reviews the proposal to determine consistency with the overall fund raising efforts of the university. Serves as secondary repository for copies of all grant proposals in order to maintain current and meaningful information on all external fund raising activity; determines if all policies have been followed; prepares for any media coverage as appropriate; confirms that proposal is within role, scope and mission of the university.
8. Chancellor. Signs proposal as official university representative after it has been determined that all policies have been followed and that the proposal is within the role and scope of the university; submits proposal and contract to the LSU System Vice President for Academic Affairs when approval by the President is required. Serves as the official repository for copies of all grant proposals; ensures that copies of grant documents are distributed to all appropriate offices.

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
Approval for External Funding

Proposal Title _____

Project Director or Proposal Originator _____

Department _____

College _____

Funding Source _____

Address of Funding Source _____

Amount of Funds Requested _____

Starting Date _____

Duration of Grant or Contract _____

Originator's Signature _____ Date _____

APPROVALS:

Director of Institutional Research and Effectiveness

I have reviewed the proposal and find it to be within the role and scope of this department. Resources and support will be provided for successful completion of this project.

Director's Signature _____ Date _____

Department of _____

I have reviewed the proposal and find it to be within the role and scope of this department. Resources and support will be provided for successful completion of this project.

Chair's Signature _____ Date _____

Academic Affairs

I have reviewed the proposal and find it to be within the role and scope of the university. Resources and support will be provided to assure the successful completion of this project.

Vice Chancellor's Signature _____ Date _____

Finance and Administrative Services

I have reviewed the financial arrangements provided in the proposal and find that they meet university and agency requirements.

Vice Chancellor's Signature _____ Date _____

Institutional Advancement

I have reviewed the proposal and have determined that the document meets the requirements of the funding agency and has been approved by the appropriate persons.

Coordinator of Grant Development's Signature _____ Date _____

I have reviewed the proposal and agree that it fits within the overall fund-raising effort of the university, and that all applicable policies have been followed.

Director's Signature _____ Date _____

Chancellor

I have reviewed the proposal and have determined that it is within the role, scope and mission of the university and that all applicable policies have been followed.

Chancellor's Signature _____ Date _____