

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** Finance

**Section** Research, Grants, and  
Contracts

### I. Purpose

The purpose of this policy is to encourage University employees to engage in research, grant and contract activities which support their work-related professional development and the University's Mission. Employees should consult with their immediate supervisor, director and/or chair to acquire support for their involvement in research, grants and contracts activities.

### II. Policy

#### A. Funding Sought from Outside Sources

Chapter 2 of the Faculty Handbook identifies the procedures required for "Grant Proposal Submission to an External Agency" as follows:

*All proposals for grants, contracts and related proposals for funds which involve any aspect of the University must be signed by the principal investigator(s) and approved by the Department Chair, College Dean, Provost and Vice President of Finance.*

*Persons developing proposals should, when appropriate, contact the Grants Coordinator for assistance in the preparation of the proposal. In those instances where a legal opinion may be necessary, it is important that the Vice President of Finance have adequate time to consult with the University's legal counsel. Under no circumstances should any person send to any agency or person a grant application, proposal, contract or related document that indicates affiliation with Northwest Missouri State University unless the approval form for this policy has been completed. In addition, under no circumstances should a grant application be submitted by the principal investigator(s) prior to all other research personnel identified in the grant giving form consent to be named.*

#### External Grant Preparation and Administration:

The Grants Coordinator provides guidelines and assistance for the preparation and submission grants and contracts. The Grants Analyst verifies certification compliance and provides guidance in the administration of awarded grants and contracts.

The Vice President of Finance is the authorizing official for the University. In this capacity, the Vice President of Finance signs grant applications, amendments, and certification documents. The Vice President of Finance negotiates all contracts along with the grant or contract project director. The Grants Coordinator serves as the individual through which all grants written on behalf of the University are channeled and forwards applications to the Vice President of Finance for signature prior to submission.

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An applicant must complete the “Application for Institutional Approval to Submit Proposal to Off-Campus Agency for Support” prior to submission to an outside agency to assure that proposals have the full support of the University. A University employee must have the approval of their immediate supervisor to pursue funding through outside sources.

### **B. Funding Sought from University Sources**

Two local sources are available for University employees interested in becoming involved in research activities. The two funding sources are:

#### **1. Improvement of Teaching and Learning/Academic Initiatives Funding**

These funds are recommended by the Improvement of Teaching and Learning Committee, awarded by the Academic Deans Council and administered by the Office of the Provost. Forms are available on the myNorthwest portal under the Faculty tab and listed within the My Research/Scholarship Channel.

#### **2. Faculty Research, and Applied Research and Projects Funding**

These moneys are awarded by the Faculty Research Committee and are administratively handled by the Graduate Office and the Grants Office within the Office of the Vice President of Finance, respectively. Faculty can access the guidelines on the myNorthwest portal under the Faculty tab and listed within the My Research/Scholarship channel. Staff can access the guidelines for making applications by going to the following link <http://www.nwmissouri.edu/graduate/abstracts.htm> on the University’s website.