I. Purpose

The purpose of this Policy is to provide information to University employees regarding the application and administration processes for external grants and sponsored programs at the University.

II. Policy

The Grants Coordinator’s Office is the first point of contact for all external grant-seeking activities undertaken by faculty and staff at Northwest. The Grants Coordinator consults with fund-seekers to: help identify appropriate funding sources; design suitable project budgets; and prepare application packets for submission. The Grants Coordinator also serves as a resource for project directors during project implementation phases as needed. The Grant Coordinator’s Office will provide specific guidelines related to pre- and post-award procedures, indirect costs, supplanted salaries, and grant incentives.

Pre-Award Process: Prior to all external submissions, the Grants Coordinator will assist applicants in completing and routing the grants and sponsored programs internal approval form. This document must be fully executed in-house before any application may be submitted to an off-campus funder; applications submitted without prior approval may be recalled or declined in the event of an award.

Indirect Costs: The full, federally-approved indirect cost rate shall be applied to any external funding application. For those programs that specify a lower rate, the maximum allowable indirect costs shall be requested. An exception to requesting the full allowable indirect costs may be warranted if it is clearly in the best interest of the University to accept the sponsored project with less than full indirect cost recovery and only when appropriately justified. An exception must be approved by both the Vice President of Finance and the Provost.
Supplanted Salaries: If a grant or sponsored program partially or fully offsets existing, budgeted salary lines, these supplanted salaries shall be allocated to support internal grants operations.

Grant Incentives: The University may award incentive funds to successful grant seekers to encourage additional grant activity.

Post-Award Process: Upon award notification, the Grants Coordinator will arrange meetings between project/program directors and appropriate campus stakeholders to facilitate project implementation. The post-award implementation meeting is required before the execution of award documents or the commencement of any grant activities.
Stage 1: Project Concept
- Faculty/Staff (PI) Develop Concept for a New Project

Stage 2: Proposal Development
- PI Discusses Project with Department Chair, Program Director, or Dean
- Does Chair/Department/Dean Support the Project?
  - Yes
    - PI Discusses Project with Grants Coordinator (GC)
  - No
    --stage 3

Stage 3: Project Approval
- GC Reviews Eligibility, Deadline, and Proposal Guidelines
- Provide guidelines to GC
- GC/PI Search for Source
- Is Funding Source Identified?
  - Yes
    - GC Prepares External Funding Approval Form
  - No
    - GC Calls Pre-Award and Submission (PAwS) Committee with University Stakeholders
    - Does PAwS Committee Require Project Revisions?
      - Yes
        - PI and GC Develop Project Budget, Scope of Work, Timeline, etc.
      - No
        - GC Prepares External Funding Approval Form
- Does Project Require Additional University Funding and/or approval from NLT?
  - Yes
    - Seek NLT Approval
  - No
    - Does Project Require Additional University Funding and/or approval from NLT?
      - Yes
        - Seek NLT Approval
      - No
        - PI and GC Develop Project Budget, Scope of Work, Timeline, etc.

Stage 4: Application
- PI Notifies GC; Project Budget Revised as Necessary; Post-Award Meeting Scheduled with Stakeholders
- Does Project Awarded?
  - Yes
    - GC and PI Prepare Proposal Documents
  - No
    - PI Notifies GC and Chair/Department/Dean
- Proposal Submission; Copy Filed with GC Office

Start Here
Northwest Missouri State University – Post-Award Process for Externally Funded Projects

Grants Coordinator’s Office, January 2014

Stage 1
Pre-Implementation

Start Here

- Project Manager (PI) is Notified of Successful Proposal
- Grant Agreement is Received by PI.

Stage 2
Administrative Preparation

- PI works with Finance Office to Establish Grant Project Account
- GC Coordinates with University Relations to Announce the Project to Media

Stage 3
Project Implementation

- Project Begins; Costs May be Incurred
- Begin Project Reporting:
  - Internal Progress Reports to Finance Office
  - Invoicing to Granting Agency
  - Progress Reports to Granting Agency
- Grant Agreement / Contract is Signed by Appropriate University Personnel
- Grant Agreement is Received by PI.
- GC Coordinates with University Relations to Announce the Project to Media
- Granting Agency / Contract is Signed by Appropriate University Personnel
- PI Notifies Granting Agency that Award will not be Accepted

Does Project Budget Require Revision and/or did the Grant Agreement Change the Scope of the Project?

YES

- PI Revises Budget/Scope with Project Stakeholders

NO

- Does NLT / Regents Support Project
  - YES
  - PI Revises Budget/Scope with Project Stakeholders
  - NO
  - PI Revises Grant Agreement / Contract

Submit Final Report and Invoice to Granting Agency. Work with Finance Office to Close Grant Account

Hold Debrief Meeting with Project Stakeholders

Accomplish all Project Deliverables

Invoicing to Granting Agency

Progress Reports to Granting Agency

Internal Progress Reports to Finance Office

Project Begins; Costs May be Incurred

Granting Agency / Contract is Signed by Appropriate University Personnel

PI works with Finance Office to Establish Grant Project Account

Grant Agreement / Contract is Signed by Appropriate University Personnel

PI Notifies Granting Agency that Award will not be Accepted

PI Revises Grant Agreement / Contract

Project Begins; Costs May be Incurred

Begin Project Reporting:

- Internal Progress Reports to Finance Office
- Invoicing to Granting Agency
- Progress Reports to Granting Agency

Accomplish all Project Deliverables

Submit Final Report and Invoice to Granting Agency. Work with Finance Office to Close Grant Account

Hold Debrief Meeting with Project Stakeholders