



GRANT SUPPORT SERVICES POLICY

Policy Name:	Grant Support Services Policy
Effective Date:	April 28, 2017
Responsible Office:	Provost
Category:	Faculty

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.

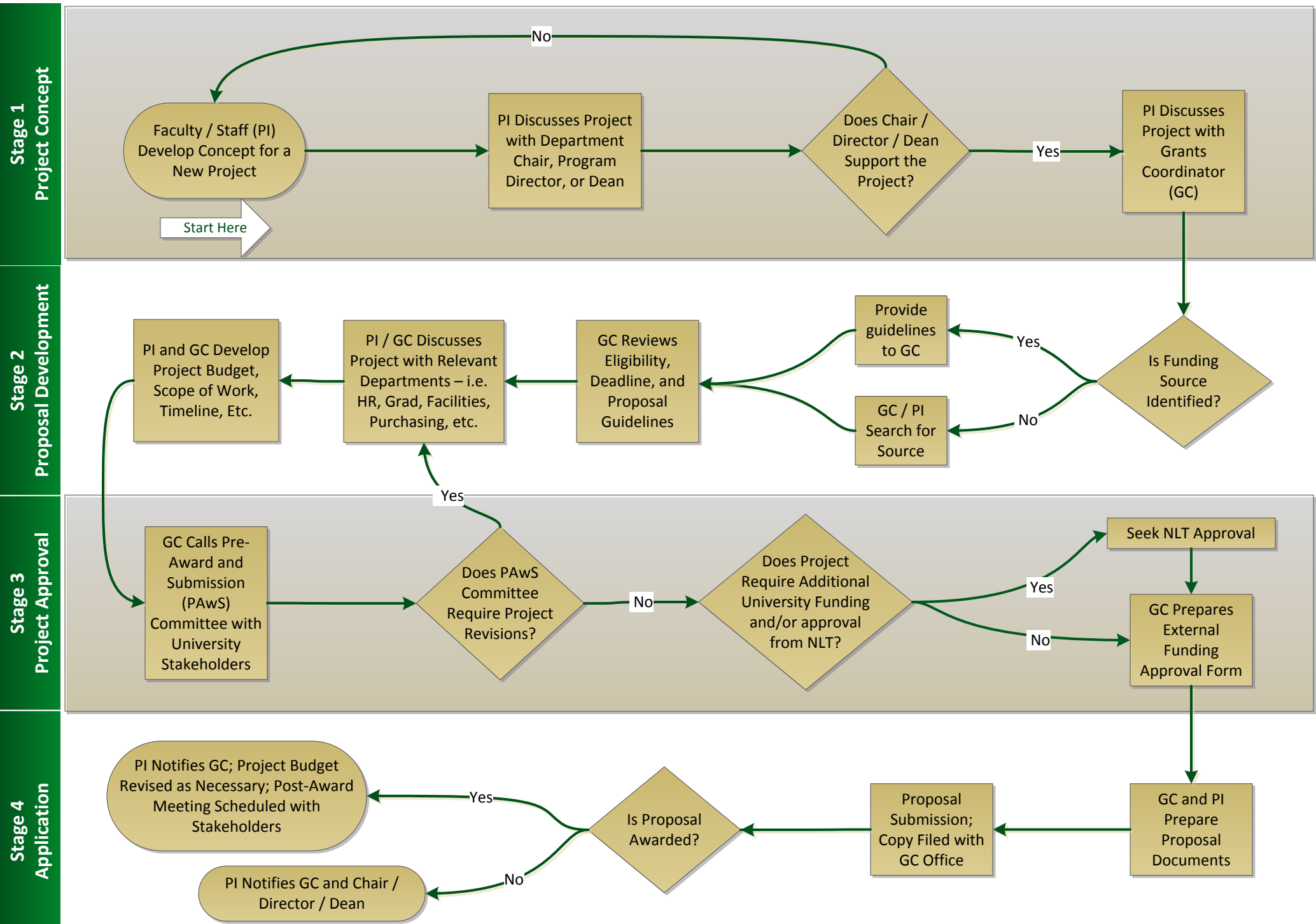
Pre-Award Process: Prior to all external submissions, the Grants Coordinator will assist applicants in completing and routing the grants and sponsored programs internal approval form. This document must be fully executed in-house before any application may be submitted to an off-campus funder; applications 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.

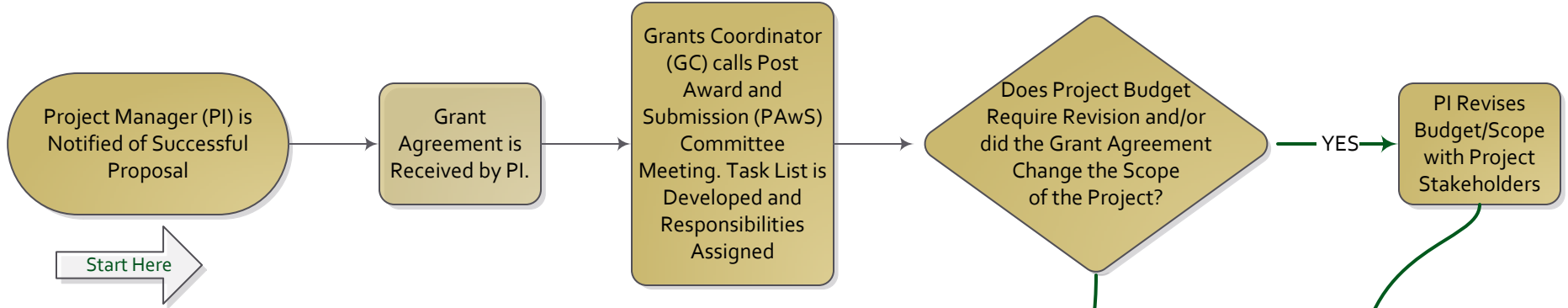


Northwest Missouri State University – Post-Award Process for Externally Funded Projects

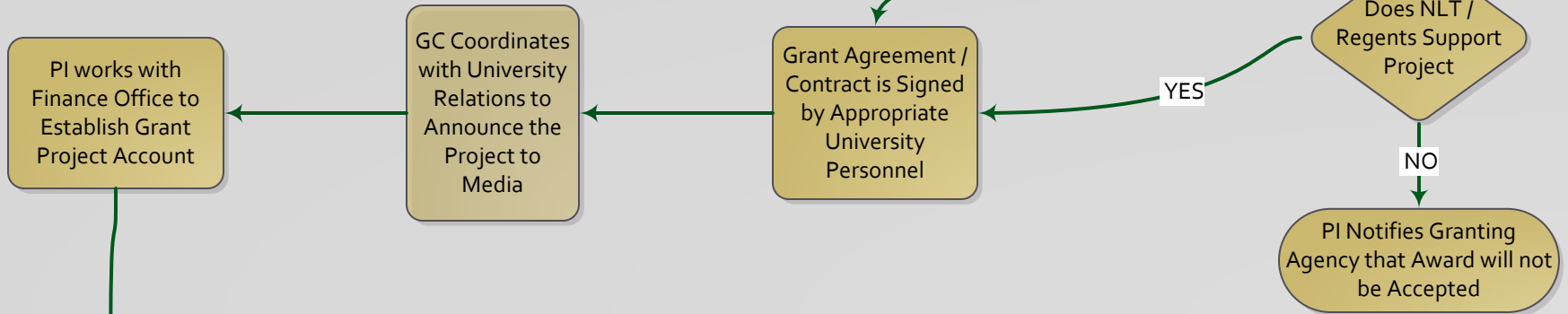


Grants Coordinator's Office, January 2014

Stage 1
Pre-Implementation



Stage 2
Administrative Preparation



Stage 3
Project Implementation

