

College of Agriculture Policy and Procedure Manual

Number: 4.02.01, Grant Application

Section: Business and Finance

Subsection: Grants

Date: July 16, 2018

Responsible Party: Department Heads and Associate Deans

I. Purpose

This section provides policy and procedure for the submission of proposals for external funding in the College of Agriculture.

II. Definitions

PI, Principal Investigator. The lead scientist for a research project and the person accountable and responsible for the execution of the project.

III. Policy

- A. The college encourages faculty and other employees to solicit contracts and grants for research, training, and public service projects from external sources.
- B. The scope and goals of proposals for extramural funding must support the PI's and the department's objectives for instruction, scholarly inquiry or service.
- C. Proposals are to have the approval of the appropriate Unit Head and Associate Dean prior to submission and must follow all university and college submission requirements.
- D. Appropriate compliance approvals for items such as human subjects, animals, etc. are the responsibility of the PI and are to be obtained as per TSU Research and Sponsored Programs and funding agency guidelines. Compliance approvals are to be obtained prior to seeking Unit Head and Associate Dean approval.
- E. Awardees will inform the appropriate Unit Head and Associate Dean upon receipt of notification of award funding.

IV. Procedures

A. Submission

1. As early as possible in the proposal preparation process, the PI will notify the Office of Research and Sponsored Programs of the intent to submit a proposal. As of the policy date this is done via the Research and Sponsored Programs web page.
2. Prior to submission to the funding agency, the PI will review the scope of the proposal with their unit head via the College of Agriculture Proposal Information Form. This form is available in the college website.
3. Following unit head approval the PI will forward the Proposal Information Form to the Associate Dean for Research for review and approval.

4. After approval by the Associate Dean, the PI forwards copies of the form to the college business office and Research and Sponsored programs for fiscal reviews.

B. Award Notification

1. Upon notification of an award, the PI is to inform the Unit Head, Associate Dean, and college budget office of the award. This can be done when submitting documentation for a grant account number with an Award Notification Form (see policy 4.02.03, Award Management). A copy of the approved proposal and approved budget are to be supplied to the Unit Head, Associate Dean, and college budget office.

C. Post Award

1. The PI is responsible for all required reports to the granting agency.
2. In addition to the rules imposed by the granting agency governing budget revisions, any budget revision involving salaries is to be approved by the Associate Dean.

V. Further Information

Contact your Department Head or the Associate Dean for Research.

VI. References

N/A