

Faculty Procedures Guide for Proposal Submission and Grant Management

Key contacts: Associate Dean for Research-current incumbent, Dr. Carter Catlin and External Grant Coordinator-current incumbent, Ms. Trang Doan.

To Submit a Proposal

1. As soon as possible in the proposal writing stage, submit a College of Agriculture Proposal Information Form with either 1) a copy of the full proposal, or 2) information to access your proposal on-line (Grants.gov, EZFed Grants, etc.) to your Department/Unit Head. The approved form will be returned to you after approval by Unit Head and Associate Dean. This submission should be done as far in advance as possible to give you time to change the proposal if recommended by the Unit Head or Associate Dean.
2. At least five working days prior to the submission deadline for your proposal, provide the Associate Dean for Research with: 1) on-line access information (for proposals in grants.gov, EZ FedGrants, etc.), or 2) a copy of the proposal submission (for proposals submitted directly to the funding agency by the faculty member).
The budget will be reviewed and proposal processed for final submission (for university-submitted proposals) or the PI will be notified of approval to submit (for faculty-submitted proposals).
The PI should remain available until the proposal submission date in case any questions arise in the fiscal review of the proposal.

Contact the Associate Dean for Research with any questions concerning the submission of proposals.

When You Have Been Notified That You Have Been Selected for Funding

Inform the Associate Dean and the college budget office of the award. This can be done when submitting documentation for a grant account number with an Award Notification Form. A copy of the award documentation and approved budget are to be supplied to the Unit Head, Associate Dean, and college budget office.

Grants and agreements received by university employees have to be accepted by the university via Research and Sponsored Programs (RSP). This includes sub-awards from other universities or agencies. The Vice-president for Research is the designated person to sign the agreement accepting the terms and conditions of the award or agreement. Federal funding agencies require the university to formally accept all awards. The PI may need to follow up with RSP to ensure an award has been formally accepted by the university.

Executing the Award

Remember that you, as PI, are responsible for all required technical reports to the granting agency.

Funded projects are to be executed as approved by the granting agency. Any changes to the approved work plan or budget must be approved by the college research office and the funding agency.

All persons funded by the award are to submit Semester Activity Reports on the progress/accomplishments of the award.

The college research office will consult with the PI and perform quarterly fiscal reviews of the award. Expenditures made outside the approved award budget may be charged to the PI as a personal expense.

Steps in Managing the Award

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Get an account number

Prepare a TSU Budget Contract Form according to the budget approved by the funding agency. The form, plus a copy of the award letter, approved agency budget, and Post Award Notification Form is routed to the Associate Dean in the college research office.

Establish approvers for purchase requisitions

After the account number is established, request the college budget office to establish approvers for the account. For external grants the approvers are to be: the PI, your Unit Head, your Associate Dean, and the person in charge of fiscal review for the Dean's Office.

Get Banner Access to track funding balances

Prepare a Banner Access Form and submit according to the instructions on the form.

Purchase items (Purchase Requisitions)

Submit an on-line requisition and associated documentation (quote, W-9, etc.) into SciQuest.

Travel Requisitions

Travel requisitions must be approved by the Travel Office prior to employee travel. The university is not obligated to reimburse employees for expenses incurred during non-approved or unauthorized travel.

Two forms are required to complete the travel requisition process, one is a paper form, one is online.

Prepare the paper Travel Requisition form. Submit the form and all required documentation (lodging confirmation, meeting documentation, international travel approval [if needed] etc.) to the Associate Dean's office for approvals and forwarding. The PI must sign and date the requisition.

In addition to the paper form, coordinate with your Associate Dean to submit a Travel Requisition through SciQuest. Only the Associate Dean's office can submit the travel requisition into SciQuest. The Travel Office will not approve travel requisitions that do not follow this submission and approval procedure. When the requisition has been approved by the Travel Office, follow Travel Office policy for making travel arrangements (airline tickets, rental car, etc.)

Travel Reimbursement

Submit a paper Travel Claim form with all required receipts and documentation to your unit head.

Budget Revisions

Prepare a Budget Revision Form and submit to your Associate Dean (Research or extension, as appropriate).

Transfer of funds out of salary obligations is not permitted.

Only one Budget Revision per fiscal year is permitted for capacity funds.

No-cost Budget Extensions

Prepare a Request for No-Cost Extension Form and submit to Associate Dean, Research.

Sub-awards

If you are to make sub-awards from your grant, a contract to the entity receiving the funds must be executed. This process is initiated by the PI. The project PI works with the college fiscal office to develop a contract outlining the scope of services, length of contract, and compensation. The PI obtains contract signatures and W-9 forms from the sub-contract institution. The contract (signed by the sub-contract institution), W-9 form from the subcontract institution, and a completed Contract Routing Form are routed for approvals by the Academic Affairs office. Academic Affairs routes it to the Office of University Council who will then obtain the President's signature and return the signed contract to the originating faculty member/PI. When approved by TSU, the contract is entered into SciQuest as a requisition for payment to the receiving institution. It is the PI's responsibility to share complete, signed contracts with the college research office and the sub-contract institution.

Changing or substituting co-PIs

If events necessitate a change in a co-PI(s) on a grant, consult with the funding agency for the correct procedure.

Refer to College of Agriculture Policy 4.02.03 *Award Management, External Funding*.