College of Agriculture, Human and Natural Sciences
Policy and Procedure Manual

Number: 4.02.01, Grant Application
Section: Business and Finance
Subsection: Grants
Date: October 26, 2018
Supersedes: September 6, 2016
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, Human and Natural Sciences.

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 Department 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 Department Head and Associate Dean approval.

    E. Awardees will inform the appropriate Department Head and Associate Dean upon receipt of notification of award funding.

IV. Procedures

    A. Submission

       1. As soon as possible in the proposal writing stage, the PI submits 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 thier Department/Unit Head. The approved form will be returned to the PI after approval by Unit Head and Associate Dean. This submission should be done as far in advance as possible to give the PI 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 the proposal, PI provides 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 is 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.

B. Award Notification

1. Upon notification of an award, the PI is to inform the Department Head, Associate Dean, and college budget office of the award. A copy of the approved proposal and approved budget are to be supplied to the Department 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