

Benedictine University Office of University Development, Grants Office**Policies and Procedures****Effective: 6/1/18 - Revised 12/1/2022**

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I. Purpose of Grants

Benedictine University (University) encourages the efforts of faculty members and departments to secure funding for research and special projects that enhance teaching, learning and campus initiatives through grants and contracts. Grant funds received from governmental agencies, corporations and private foundations provide the University, its faculty, staff, students and community with program opportunities not ordinarily funded by the University budget.

The Director of Institutional Grants and Sponsored Programs is Benedictine University's representative and delegated coordinator and liaison for all grant submissions by faculty/staff/departments. The Office of Institutional Grants (subsequently referred to as Grants Office) serves as the University's central registration office for all grant applications and awards, including collaborative and subcontract grant awards. The Grants Office maintains University records on grant submissions, awards, renewals and reports. Therefore, all grant applications must be submitted through the Grants Office, and all renewal/continuation grants must be reviewed and recorded by this Office before any application is submitted.

II. University Grant Approval

Programs funded by grants involve the efforts of Benedictine University faculty, administration, staff, and occasionally, students - as well as the use of University facilities and resources - in order to advance the mission of the University. Grants are awarded to Benedictine University, not to individual faculty, staff or departments. Accordingly, the University has the responsibility of monitoring the grant process to assure that no proposal is submitted that would impose budgetary or academic obligations on the University that it is not completely prepared to fulfill, or that the University finds to be inconsistent with its mission. Therefore, appropriate University officials, including Chairs, Deans, and the Provost must approve all grant proposals for research, programs, projects, etc. *before* being submitted.

III. Work Performed in Grant Preparation and Execution

Work performed by faculty or staff members in preparing grant proposals and in carrying out grant programs/research on behalf of Benedictine University is considered to be part of the faculty/staff member's duties and responsibilities. Funds requested for salary reimbursement for time spent on a grant project must reflect the actual salary(ies) of the individual faculty/staff involved.

IV. Ownership of Grant Products and Indirect Costs

Benedictine University encourages research and scholarship and upholds the basic right of any individual within the University to write and publish. On work performed during normal contract periods, all grant products (including copyrights and patents) shall be shared *equally* between Benedictine University and the individual Principal Investigator/Project Director, unless otherwise specified in the grant, contract or research agreement.

Benedictine University has a negotiated indirect cost agreement with the U.S. government. The rate agreement is on file with the Grants Office and Business Office. The negotiated rate must be included in all federal and non-federal budgets submitted, where allowable. Indirect costs received from said grants are to be divided between (1) the College submitting and administering the grant [50%]; (2) the University's Central Administration [50%]: [25% Grants Office, 25% University Operating Budget]; to support facilities and administrative costs.

V. Internal Proposal Approval Process/Responsibilities

All proposals initiated by University faculty, staff and departments must have completed the Proposal Submission Forms (Form-1A and Form 1B) and if necessary, the Significant Financial Conflict of Interest Form (Form-2). Completed, signed forms must be on file in the Grants Office. The University will not accept grant awards from proposals that were not approved by Senior Administration. These forms are available on the University's website under "Grants Office." They can also be requested directly from the Director of Institutional Grants.

A. The Principal Investigator (PI), or Project Director (PD) should notify the Director of Institutional Grants of the intent to apply for a grant as early as possible but at least one month prior to submission deadline for the grant. The Grants Office will inform the PI/PD of necessary forms that need to be submitted and discuss the Project Budget with the PI/PD.

B. The Principal Investigator (PI), Project Director (PD) (the person most closely involved with the proposed project) or administrative delegate must first complete a Benedictine University internal *Proposal Pre-Submission Form-1A*. When the application is completed the *Proposal Submission Form 1B* should be completed. On some occasions, an additional Form - *Significant Financial Conflict of Interest (Form-2)* may be required for each new project/program grant proposal submitted to HHS agencies (including the NIH, CDC, and AHRQ), NSF, AHA and ACS; and all industry sponsored trials.

C. After completing the Pre -Proposal Submission Form 1A, the Principal Investigator will sign the form and obtain the department and college level approval signatures necessary. If the proposal will need Matching Funds/Cost Sharing or other University resources, this initial form must also be signed by the Provost. This form is to be submitted to the Director of Institutional Grants one calendar month prior to the grant deadline date. When signatures are obtained, the project can move forward. Note: It is understood that not all information may be available early on in the grant process. Please complete to the fullest extent possible.

D. Once the full application is completed, the Proposal Submission Form 1B is to be filled out and submitted for signatures up through the Dean. The signed form, along with all application documents (narrative, budget, attachments, etc) must be submitted to the Director of Institutional Grants, who will package and forward the document to the Provost for final sign off **before** the grant is submitted to the funder. These documents are due one calendar week prior to the grant deadline date. Note: Rare exceptions may be made to this timeframe, when necessary and with cause, such as a short turnaround time from the application solicitation to application due date.

E. All forms should be completed within the timeframes requested above ensuring that the project is consistent with University's mission and with the availability of University resources. This is especially critical when a grant award requires cost sharing or matching funds. Any

budget-relieving, Facilities and Administrative (Indirect) Costs Recovery and/or cost sharing funds or other institutional commitments must be identified and clearly stated in the Proposal Submission Form at this time.

F. The Director of Institutional Grants will secure the signatures of the University Provost (*please note due dates, either one week or one month before submission date*). The signatures obtained verify that Benedictine University administration has approved these components of the grant.

VI. Research, Grant Writing and Submission Responsibilities/Assistance

A. The Grants Office is available to conduct research on the Principle Investigator's behalf to find a potential match of funds to a specific project. The project must align with the institution mission and provide institutional benefit. Priority will be given based on a "first come, first serve" basis. Projects will be prioritized based on the level of institutional benefit. The PI should prepare a summary of need and submit it to the Director of Institutional Grants and Sponsored Programs. Please allow four working weeks for the Grants Office to provide funding opportunities. (Time may vary, but will be communicated with the PI at the time of submitted summary of need.)

B. The Grants Office provides advice on the most effective presentation of the material in the proposal and is available for consultation and assistance with the development of the proposal throughout the grant writing process. However, **there is no substitute for the Principal Investigator's/Project Director's expertise in the discipline covered by the proposal.**

C. The Grants Office is responsible for providing all necessary assurances, compliance statements, etc. and is responsible for ensuring that the University has on file all appropriate compliance assurances required by funding agencies.

D. *The ultimate responsibility for meeting the funding agency's submission deadline lies with the PI/PD.* If the funding agency specifies a deadline date for submission, the PI/PD is responsible for delivering the proposal and any required copies (plus one copy for University records), to the Grants Office *five business days before the proposal deadline*. The Grants Office will submit the proposal to the prospective funder, and will handle all follow-up contacts prior to a funding decision.

VII. Post-Award Responsibilities

A. The PI/PD has the primary responsibility for managing the budget of the grant. The Grants Office will relay the Notice of Grant Award to the PI/PD and Business Office, once an award is received. The Director of Departmental and Grants Accounting, in the Business Office, will assist the PI/PD in setting up the grant budget account. Unless otherwise stipulated, the PI/PD is accountable for managing the affairs of the grant.

B. The PI/PD is responsible for meeting the deadlines for all grant project reports required by the funding agency. The Grants Office will be available to send out reminders and provide advice and editorial and other assistance, if requested. *A copy of all project reports must be forwarded to the Grants Office for University records.*