



POLICY STATEMENT 219 SUBMISSION OF APPLICATIONS FOR EXTERNAL FUNDING

Revision: 5

Last Reviewed: February 15, 2024

Effective: February 16, 2024

PURPOSE: To outline procedures for university approval of applications for external funding.

GENERAL POLICY:

The administration of Louisiana State University of Alexandria strongly encourages faculty preparation of applications, proposals, and requests for outside support for scholarly activity. The Office of Sponsored Programs offers services that are designed to assist faculty in proposal development and to facilitate the overall grant process, while balancing the need for institutional and sponsor compliance. To determine that all policies have been followed and that the proposal is within the role and scope of the campus, the following procedures for submission of external funding requests are provided in this policy statement.

The Project Director/ Principal Investigator must submit the initial **NOTICE OF INTENT TO SUBMIT A GRANT PROPOSAL OR EXTERNAL FUNDING REQUEST FOR SPONSORED PROJECT** to inform the university of intent to seek external funding. An abstract or a brief narrative and proposed budget for proposals should be submitted along with the Notice of Intent to Submit a Grant Proposal. This package must be submitted to the Office of Sponsored Programs with all signatures and required documentation at least thirty (30) days prior to the grant submission deadline. The *Notice of Intent to Submit a Grant Proposal* and accompanying documents will initiate conversations about the proposal with those authorized to commit University support to the project. Administrative approval to prepare the proposal **does not imply** approval of the final proposal.

The Office of Sponsored Programs will contact the Project Director/ Principal Investigator with one of the following responses: 1) You may proceed with this proposal as submitted; 2) You may proceed with this proposal with the following changes; 3) Application is incomplete and more information is needed; or 4) You may not proceed with this grant (work ceases immediately). The Project Director/ Principal Investigator is welcome to speak with the Office of Sponsored Programs at any point during this process.

If the *Notice of Intent* is approved, a completed proposal and all required documents including a completed **Approval for External Funding Form** should be submitted to the Office of Sponsored Programs at least ten (10) business days before the grant submission deadline.



At least three (3) business days should be allowed for the final approval process. Submission of a proposal without all required documentation will delay processing of that proposal and may result in the proposal not being submitted to the funding agency. The Office of Sponsored Programs cannot guarantee processing and submission of a proposal if a complete proposal package is received by the Office of Sponsored Programs after the internal deadline. A full proposal package includes all documentation required by the agency for submission plus all internal approval forms. Budgets must include the current university indirect cost rate when allowable and all proposed travel and procurement must align with current university policies. Fringe benefits must be included in budgets requesting salary for all university positions.

Applications requiring the approval of the President of the LSU System are as follows: those involving more than one campus or made jointly with a non-university agency or private corporation, those with a budget of \$250,000 per year or more, those requiring new matching State funds, and those placing unusual restrictions on the university or its personnel. Ten (10) days should be allowed in the approval process if the LSU System President's approval is required.

Funding awards made to an employee of LSUA is under the authority of LSUA and the LSU System. All external funding payments must be sent to the LSUA accounting office and made payable to Louisiana State University of Alexandria. The university will accept funds from outside agencies and will make all disbursement of such funds according to LSUA and LSU System policies and controls. It is the responsibility of the Project Director/Principal Investigator to present appropriate and timely requests for disbursement of funds to the Chief Financial Officer. All award letters, contracts, and budgets must be sent to the Office of Sponsored Programs and approved by the Chief Financial Officer for funds to be distributed. This policy must be adhered to for all external funding. **If external funding is applied for on behalf of the university, without prior approval, and is awarded, LSUA reserves the right to reject the funding.**

The following applies to all proposals: the Chancellor is the administrative head of the institution; the Coordinator of Sponsored Programs is the authorized institutional representative and the person to be notified if an award is made; and the fiscal officer is the Chief Financial Officer.

RESPONSIBILITIES

1. Project Director/ Principal Investigator. Originates and writes the proposal; assistance may be provided by the Office of Sponsored Programs if requested.
2. Dean/Director. Determines if the proposed activity is within the department's goals and conforms to university policies and whether personnel, matching funds or time commitment, space, equipment, utilities, etc. are available and adequate; makes recommendations to the Vice Chancellor for Academic Affairs concerning the proposal.



4. Provost and Vice Chancellor for Academic Affairs. Determines if the proposed activity is within the goals, role, scope and mission of the university and conforms to university policies; acts upon recommendation of the department chair.
5. Vice Chancellor for Finance and Administrative Services. Makes recommendations about whether or not the financial arrangements specified in the proposal meet university and agency requirements, (e.g., indirect costs, matching funds or time commitment, employee benefits, compensation limitations) and makes recommendations concerning the proposal. Receives the grant funds and disburses according to university guidelines and controls.
6. Office of Sponsored Programs. Provides information on funding sources, assists in reviewing and editing proposals and required documentation when requested; determines that the proposal addresses and contains all proposal elements, forms and supplementary information required by the funding agency; and determines if the proposal has been approved by all appropriate persons before final submission.
7. Chancellor. Signs proposal as official university representative after it has been determined that all policies have been followed and that the proposal is within the role, mission and scope of the university; corresponds with the LSU System President if required.



NOTICE OF INTENT TO SUBMIT A GRANT PROPOSAL OR EXTERNAL FUNDING REQUEST FOR SPONSORED PROJECT

This form serves as the **initial notice of intent** to submit a grant proposal or request for external funding. It is an internal document that will not be submitted to sponsors/funding sources. All signature approvals are required before proceeding to develop the proposal or contacting prospective funding sources. This form, **along with a brief abstract and budget**, must be returned to the office of the Sponsored Programs **at least 30 days prior to the grant or contract submission deadline**. It will then be routed to the remaining officials for discussion to those authorized to commit University support to the project. You will be notified when the form has been completed. Administrative approval to prepare the proposal **does not imply** approval of the final proposal. The Approval for External Funding Form will need to be completed and submitted with the final proposal documents before submission to external sponsors or funding sources.

Date: _____
Title of Project (may be tentative): _____
Project Director/Principal Investigator: _____
Submission Deadline: _____
Funding Sponsor/Source: _____
Amount Requested (may be approximate): _____
Are Matching Funds required? Yes No
Does this grant proposal include possible physical renovation of university facilities? _____ Yes
 No
How will LSUA be required to support the project? (e.g. in kind, released time, support staff, etc.)

Provide the Strategic Plan Rationale/Initiative that this project will support. (For example, student learning and teaching excellence/increase the scope of undergraduate research)

Required Attachments:

- Project Abstract or Brief Project Narrative
- Budget

Special Research Protocols:

Will your research involve any of the following?

- Human Subjects Hazardous Substances
- Vertebrate Animals Patent/Intellectual Property
- Recombinant DNA

Required Signatures for Approval

Dean/Director _____
Office of Sponsored Programs _____
Provost and Vice Chancellor for Academic Affairs _____
Vice Chancellor for Finance and Administrative Services _____
Chancellor _____



APPROVAL FORM FOR EXTERNAL FUNDING

Date _____
Proposal Title _____
Project Director/Principal Investigator _____
Department _____
College _____
Funding Source _____
Address of Funding Source _____
Amount of Funds Requested _____
Starting Date _____
Duration of Grant or Contract _____

The following required documents are attached:

- Project Abstract or Narrative
Budget and Budget Narrative (if necessary)
Other documents required by sponsor

Project Director/Principal Investigator's Signature _____

SIGNATURES FOR APPROVAL:

College/School of _____

I have reviewed the proposal and find it to be within the role and scope of this college/school/department. Resources and support will be provided for successful completion of this project.

Dean/Director's Signature _____ Date _____

Sponsored Programs

I have reviewed the proposal and have determined that the document meets the requirements of the funding agency and has been approved by the appropriate persons.

Office of Sponsored Programs Signature _____ Date _____

Academic Affairs

I have reviewed the proposal and find it to be within the role and scope of the university. Resources and support will be provided to assure the successful completion of this project.

Vice Chancellor's Signature _____ Date _____

Finance and Administrative Services

I have reviewed the financial arrangements provided in the proposal and find that they meet university and agency requirements. I agree that it fits within the overall fund-raising effort of the university and that all applicable policies have been followed.

Vice Chancellor's Signature _____ Date _____

Chancellor

I have reviewed the proposal and have determined that it is within the role, scope and mission of the university and that all applicable policies have been followed.

Chancellor's Signature _____ Date _____



APPROVED: 
Paul Coreil, Ph.D., Chancellor

2/16/24
Date