



## **Mount Mary University's Policy on Sponsored Programs**

### **Federal, State or Other Sponsored Program Support**

*Last Revised: September 16, 2016*

*Refer Questions To: Director of Corporation & Foundation Relations, Development Office*

#### **Scope**

This policy applies to faculty, teachers, and staff in all offices and departments of Mount Mary University and to all institutional applications for externally funded projects sponsored by federal and state entities, professional organizations and associations, foundations, and other potential sponsors. These projects for research, instruction, training, and academic services involve performance obligations and must be officially submitted through Mount Mary University.

#### **Policy**

In order to support the scholarship of the Mount Mary community and to expand the financial resource base for important projects and programs, Mount Mary University actively encourages the development of proposals to obtain external funding for such projects. Since proposals for grants and contracts represent potential financial, legal, and administrative commitments on the part of the University, it is mandatory that the requisite institutional approval be obtained by submitting proposals through the Development Office in conjunction with the Business Office.

To provide for high quality and professional standards as well as uniformity of policies and procedures in applications for externally sponsored program support, all faculty, teachers, and staff are required to seek approval from appropriate Vice President before beginning the application process outlined in the following "Procedures" section, and then process all grant and contract proposals through the Development Office. The President of the University serves as the certifying representative for Mount Mary University for proposals. The Development Office serves as the official liaison between the University and outside sponsors.

## Procedures

These procedures apply to, but are not limited to: (1) all new applications for grants or contracts; (2) continuation requests on multi-year awards; (3) any budget or project revisions requiring sponsoring agency approval; (4) internal budget revisions not requiring sponsoring agency approval; and (5) requests for time extensions to complete a grant.

1. Employees intending to submit a proposal must complete the Fundraising Initiation Form and secure the appropriate signatures for approval to proceed with the application. The Fundraising Initiation Form can be found on [mymtmary.edu](http://mymtmary.edu), or contact the Development Office (specifically the Grants Manager) to obtain a copy of the form.
2. The approved Fundraising Initiation Form is then submitted to the Development Office, ideally three months prior to the submission deadline. The Development Office provides various degrees of support for proposal and budget development and application submission depending on the size and scope of the project.
3. A first draft of the proposal should reach the Development Office at least ten working days in advance of the deadline date. This lead time is required to: (a) review the proposal for compliance with applicable sponsor guidelines and federal and University policies; (b) secure Business Office approval of the project budget; (c) secure official University endorsement of the proposal; (d) assist in or arrange for proposal submission/delivery. Should appropriate lead time not be provided, at the discretion of the President, the proposal may or may not be submitted to the sponsoring agency on behalf of the University.
4. The Development Office is responsible for establishing guidelines necessary to implement this policy. The guidelines are available from the Development Office. In general, the Development Office in conjunction with the Business Office is responsible for:
  - a. staying apprised of external grant and contract opportunities and for serving as an information clearing house for the campus community;
  - b. staying apprised of the changing priorities of external sponsors and their respective proposal submission procedures;
  - c. determining what certifications are required by the funding agency, including assurance and compliance forms, and for including these with proposals as appropriate;
  - d. ensuring that the budget is accurate and conforms with Mount Mary and sponsoring agency policies;
  - e. ensuring that the proposal has been endorsed and approved by the appropriate administrators prior to processing the proposal on behalf of the University;
  - f. ensuring that there are not more proposals than may be allowed for certain solicitations;
  - g. reviewing each proposal to determine if human subjects are involved and, if so, referring the proposal to the Institutional Review Board for the Protection of Human Subjects;