

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Grant Development/Submission/Monitoring

Date: 9/13/05

Time: 8:00 a.m.

Location: SRSU Executive Conference Room

Participants: Cindy Johnson, Gregory Schwab, Anita Wright, Leo Dominguez, John Young, Laura Lannon, Kevin Urbanczyk

Session Lead: John Young

Narrative/Description:

SRSU Principle Investigator (PI) identifies a need or has an idea for a grant. PI completes Grant Interest Profile on SRSU website. The Grants Office identifies grant sources and contacts PI to determine if wants to pursue it. The PI must obtain written approval from the department chair and academic dean or appropriate VP for the proposed project. The PI should forward written approval should be forwarded to the Grants Office. Grants Office refers PI to SRSU Grants Office website for policy, procedures, and proposal assistance. PI develops basic scope of project and timeframe for completion of project. PI develops preliminary budget. Grants Office searches for and identifies funding sources. PI and Grants Office choose funding sources and develop timeline for proposal preparation and submission. Determination must be made can scope of work be done in-house or does a grant writing consultant need to be hired. Decision based on deadline for submission, uniqueness of grant source, and complexity of project or proposal. If grant to be done in-house, PI develops detailed proposal narrative and budget narrative in consultation with department chair or supervisor. When applicable, PI works with partner institutions to develop proposal, including budgets, deliverables, and matching funds, etc. It is recommended that PI submits proposal for peer review. Grants Office monitors proposal progress to ensure deadlines will be met. If problems arise, proposal may be terminated or postponed. PI submits entire proposal narrative and budget to VP of Business Affairs for approval and signature, including the External Funding Approval form. After approval/signature from VP of Business Affairs, PI makes corrections as necessary. PI submits proposal to chair/appropriate director no later than 10 working days prior to submission deadline. PI gets approval from Dean, if applicable, 8 days before deadline. PI gets approval from Provost or appropriate VP, 6 days before deadline. PI gets approval from Grants Office, 4 days before deadline. PI gets approval from President, 2 days before deadline. PI requests letter of support from President. Grants Office electronically submits proposal to funding source and faxes signature pages. If not electronic submission, PI mails proposal and makes the appropriate number of copies. PI distributes copies to everyone on signatory list. If grant submitted electronically, the funding source may request original signature on forms. PI and Grants office wait for notification from funding source. If consultant is used, first must determine if consultant fee is over \$25,000. If under \$25,000 must write a justification of funder. If over \$25,000 must do RFP and follow SRSU purchasing policy. If consultant approved, MOU is signed with consultant. Consultant works with PI to develop proposal narrative and budget. Once proposal is completed, PI follows SRSU submission process. PI, Grants Office, and consultant await for notification.

Electronic Inputs: none

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Manual/Paper Inputs: External Funding Approval Form

Key Decision Points (list all): Written approval from Chair/VP to pursue grant; Will we use a consultant; Approval of grant administrative chain

Related Policy(s): Administrative Policy Handbook – Grants; Purchasing

Interface to Other Systems: none

Web Features: Grant Interest Profile

Electronic Outputs: none

Manual/Paper Outputs: Proposal

Customer(s): Faculty/Staff/Administration, grantor

Regulatory Items: Grantor regulations (i.e. Federal, etc)

Frequency/Volume: 30 proposals/year

Potential Break Points: Lack of matching funds; Lack of resources (personnel, office space, equipment, etc); commitments beyond grant timeframe; Faculty release time; Failure to get approval at any point in grant administrative chain within specified deadlines may result in termination

Automation: Grants website

Issues: Establish recommendations for handling indirect costs; funding source deadlines