LP 3.14

Effective:
5/6/2025

Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and Administration, VP for Academic Affairs

Affected Parties:
Employees

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External Grant Approval

1 Purpose

The purpose of this policy is to ensure that all external grant proposals submitted by Lander University faculty, staff, students, and administration are properly reviewed, approved, and aligned with the university's mission and strategic goals.

2 Policy

Lander University encourages faculty and staff to seek external funding in support of the overall mission of the university. This policy covers all university-related requests for external funding secured by students, faculty, or staff, including external funding for course-related student research.

3 Lander Approval Process (Two Steps)

3.1 Grant Proposal Planning Form (Step 1): Grant submissions take time and resources to complete. First step approval ensures that the basic concepts and intent of the grant opportunity are aligned with the mission of the university before submitters invest effort in the endeavor.

    3.1.1 All individuals seeking to submit an external proposal must complete a Grant Proposal Planning Form.

    3.1.2 The Grant Proposal Planning Form must include compliance considerations (e.g., environmental impact and financial sustainability).

    3.1.3 The form must describe any anticipated impacts on university resources, including faculty and staff workloads, facilities, and long-term financial commitments.

    3.1.4 Any grant proposal requiring matching funds must specify the source of those funds and receive approval before submission.

3.1.5   The completed Grant Proposal Planning Form must be reviewed and signed by the following authorized signers:

- Principal Investigator (PI) or Project Director
- Dean/Supervisor
- Sponsored Programs Office (SPO) Representative
- Provost
- Vice President of Finance and Administration

3.2   Grant Proposal Final Approval (Step 2): The Step 2 process is much more detailed. The university may agree with the general premise of an opportunity at Step 1. However, the Step 2 process is conducted after time has been spent vetting all ways in which a grant might impact the university and what long-lasting efforts or commitments might be necessary. Final approval of the grant proposal is unlikely if the details of an opportunity negate the benefits originally assumed in Step 1.

3.2.1   Final institutional approval is required for all individuals seeking a grant using the Grant Proposal Final Approval Form.

3.2.2   The following steps must be completed before submission to the sponsor:

- Verification of application completion: Ensure that all required sections of the application are formatted to the funder's specifications.
- Financial review: Confirm that no unapproved changes have been made regarding the financial impact on the university.
- Submission details: Clearly outline the submission format (email, online portal, or other), along with relevant account holder information.
- Required attachments: Include copies of the actual proposal and all necessary supporting documents that will be submitted.

3.2.3   Final Institutional Signatures: Approval must be obtained from all of the following individuals before submission to the sponsor:

- Dean/Supervisor
- Sponsored Programs Office (SPO) Representative
- Provost
- Vice President of Finance and Administration

3.2.4   The completed Grant Proposal Final Approval Form, along with the grant application and Grant Proposal Planning Form, must be submitted for review and approval before the grant application deadline.

4 Policy Revision History

- Provost requests policy on external grant approval and provides first draft of the approval requirements on 1/19/2021.
- Policy Coordinator revises draft on 2/17/2021.
- Policy approved by Board of Trustees on 3/9/2021.
- Policy revised by provost and policy coordinator to (1) include student proposed grant requests and (2) require final approval from a smaller external grant approval team (EGAT) instead of President's Cabinet on 11/17/2021.
- Revision approved by Board of Trustees on 12/17/2021.
- Policy revised by the Office of Finance and Administration on 2/02/2025.
- Reviewed and revised by Policy Coordinator with approval from Finance and Administration on 4/10/2025.
- Reviewed by Board of Trustees Policy Committee on 4/19/2025.
- Revised and updated by Finance and Administration on 4/23/2025.
- Submitted for full board review by Policy Coordinator on 4/23/2025.
- Approved by Lander University Board of Trustees on 5/6/2025.