

Grant Proposal Procedures

If you are developing a grant proposal, there are a few procedural things I want to remind you of, in addition to the standard grant development policies. All of these are to make sure we can track salary sources, buyout, and resource allocation. The procedure is attached, and also below. Thanks.

A few reminders when planning a grant submission

1. If you are not the PI on a grant, and the PI is from another department, please give the Business Office a copy of the grant and budget as soon as submitted, and then notify them when it is awarded. This way your salary and IDC from the grant can be ensured and won't get lost in the other department.
2. If you are planning a grant which involves:
 - a. Course buyout
 - b. Development of a new course
 - c. Other commitment of SSW resources

Please present your request to the Dean in writing at least a month prior to submitting the grant. In addition, for anything related to courses or instruction you should then discuss with the Associate Dean to clarify course scheduling and other instructional resource issues. Once the grant is written, please give a copy to the Business Office so there is a record of the course buyout or commitment of resources.

3. If you receive a grant for which you wish a course buyout, you must have notified the Associate Dean at least 8 weeks prior to the start of the semester in which you would like the buyout. If this does not happen, there is insufficient time to find a replacement instructor. If you receive a grant with course buyout with less than 8 weeks to start of semester, you can defer your buyout until the subsequent semester.