

SECTION: Institutional Advancement
SUBJECT: Grant Acquisition and Administration Policy and Guidelines

ISSUED BY: Vice President for Institutional Advancement
REPLACES: Grant Acquisition and Administration
APPROVED BY: President's Cabinet
EFFECTIVE DATE: November 7, 2005

Purpose

Grants are an important revenue source for funding faculty research, capital, and operating needs. External grants can be attractive because they support faculty scholarship and increase departmental resources. However, individual needs must be balanced with the needs of the college as a whole. This policy ensures that acquisition and administration of external grants support the mission of the college and that there is coordination of the various interests and activities of the college.

Procedures

1. All grant proposals must be approved by the Vice President/Provost of the division that includes the department seeking funding and by the Vice President for Institutional Advancement, which carries administrative responsibility for grant-writing oversight. Approval by these persons ensures that the grant is appropriate to the College mission and current strategic goals; that financial matters have been addressed appropriately; and that various institutional fund raising efforts are coordinated.
2. The Advancement Division ensures that all grant proposals meet standards for grants as established by the College, as well as regulations promulgated by outside agencies. As needed, the Division will provide assistance or coordination in preparing proposals. The Division is also responsible for announcing grant awards and ensuring that all administrative requirements are fulfilled. The Division maintains files on all proposals and grants awarded.
3. After these approvals and coordination, a summary of each grant proposal must be submitted to the President's Cabinet for final approval. The summary should include items such as: purpose, amounts, foundation or agency, institutional resource commitment, program and budgetary impact, etc. The divisional Vice President/Provost is responsible for securing the Chief Financial Officer's signature for approval of the grant budget.
4. A copy of the grant request must be submitted to the Advancement Office and the Business Office for tracking. Any additional correspondence between the grant writer/administrator and the foundation/agency must also be copied to the Advancement Office and Business Office.
5. Upon receipt of funds, any additional correspondence and/or restrictions must also be forwarded to the Advancement Office and Business Office in order to ensure proper accounting and handling of funds.

6. If post-utilization reports are required by the granting foundation agency, it is the responsibility of the grant administrator to request financial information from the Business Office and file the reports.
7. Renewal of existing grants must be approved according to the above procedure.
8. Grant writers are urged to be aware of the need to provide adequate time for review by the above offices. A specific timeline is not included here because these vary by necessity when turnaround times are short.

Policies

1. Before soliciting any grant (Federal, State, other) the impact on other college resources should be considered.
2. All grant budgets should include both direct and indirect costs.
3. All grant proposals should include the maximum allowable indirect cost recovery (ICR). Indirect costs of doing research, administering, and supporting grants are usually difficult to clearly measure and ascertain. Therefore, Asbury College's policy is to allocate 55% of the ICR received from a grant for institutional overhead and 45% to the specific program overhead.

ICR allocated to institutional overhead (55%) will be distributed as follows:

- to fund identifiable, additive, indirect costs in non-program areas not allowed by the grant terms or granting agency.
- the remaining amount will go toward overhead in the general college budget.

ICR allocated to the program budget (45%) will be distributed as follows:

- to fund identifiable, additive, indirect costs in the program area not allowed by the grant terms or granting agency.
- the remaining amount will be available for the department's use.