

Sponsored Programs at JSU



A quick guide to the
grants process

With frequently asked questions

Office of the Associate Vice President for Academic Affairs
Jacksonville State University
201 Bibb Graves Hall
782-5284

What is the purpose of Sponsored Programs?

The purpose of the Sponsored Programs approval process is to ensure adequate university support and oversight for externally funded sponsored projects. Sponsored Programs keeps track of grants and contracts applied for and awarded, and it serves as a resource for those seeking grant funding and administration.

Where can JSU faculty and staff get help with Sponsored Programs?

Serving as Sponsored Programs Officer, the Associate Vice President for Academic Affairs assists faculty and staff in locating funding opportunities, developing proposals and obtaining approval within the university. Information on funding opportunities is made available through the following sources:

Sponsored Program Information Network (SPIN)
Catalog of Federal Domestic Assistance
Federal Register
Commerce Business Daily
Grant Sourcebook for Higher Education
National Science Foundation Bulletin
National Endowment for the Arts Guidebook
National Endowment for the Humanities Guidebook
NIH Guide for Grants and Contracts

These materials may be available online or in the library. Available in the Office of the AVPAA are the *Federal Grants Management Handbook* and suggestions for getting proposals funded. Every effort will be made to assist faculty and staff in developing the proposals and assisting with the steps necessary to submit to an agency for funding.

How do I develop a proposal?

The following steps are suggested for developing a proposal:

1. Identify the need or problem;
2. Define the activity in terms of the skills, frame-work in which it will be developed, scope of work, and length of time for implementation;
3. Study the literature on your subject to broaden your knowledge;
4. State the objective(s) of your proposed activity and its ultimate purpose;
5. Specify the plan of operation;
6. Define the population and sampling pertaining to your activity;
7. Write a plan for evaluating the activity;
8. Develop a budget listing all anticipated costs.

What is the approval process and who is involved?

The following offices on Campus are available to assist in proposal development and approval:

1. Department Head: Your Department Head is the person in the best position to judge the merits of the proposal in terms of departmental objectives and support. Department Head review is necessary to ensure adequate support in human resources, space and equipment for the project. The approval form should be signed by the Department Head.
2. Dean: After review and approval by the Department Head, the project director should send the proposal to the appropriate Dean or immediate supervisor for review and signature. This procedure is necessary because most projects require the commitment of personnel, equipment, facilities and university funds by the granting agency.
3. Vice President for Academic and Student Affairs or appropriate Vice President: From the Dean of the College, the proposal will be sent to the Vice President for Academic and Student Affairs for review and approval.
4. Associate Vice President for Academic Affairs: After the proposal has been prepared and reviewed by the Department Head and Dean, it should be forwarded to the Office of the Vice President for Academic and Student Affairs to determine if matching funds are needed. The approval form should then be signed by the Associate Vice President for Academic Affairs who will then obtain any further approval. The Office of the AVPAA will assist in contacting agencies, review for compliance with University and agency regulations, and will assist in considerations such as budget, animal and human subjects, civil rights assurances, cost sharing and indirect costs.
5. President: The President has the responsibility for giving final clearance for submission of proposals to funding agencies. The President or the Vice President for Administrative and Business Affairs is the “authorized official” to sign all grant proposals for the University. In his absence he will designate a substitute "authorized official.” It is important to realize that before a proposal is signed all aspects of the proposal must be reviewed by the various agencies on campus and there must be concurrence that it is ready for approval.

Is there a suggested format for proposals?

The formal proposal might look something like this:

1. Title and Signature Page;
2. Abstract;
3. Table of Contents;
4. Introduction;
5. Statement of Problem;
6. Objectives;
7. Plan of Operation;
8. Evaluation Plan;
9. Budget;
10. Resume; and
11. Bibliography.

The proposal should be approved by the department head and appropriate dean and submitted to the Associate Vice President for Academic Affairs. A Sponsored Projects Approval Form (Business Affairs Form 42) may be downloaded from this web address:

http://www.jsu.edu/info/busman/busman_form42.pdf

You can then type within the form using Acrobat Reader and print it out for submission to your department head and dean. If you are viewing a hard copy of this document, then a copy of the approval form is appended (also appended to .pdf version).

Is my proposal missing anything?

Additional considerations that may be relevant to your proposal include the following:

1. Protection of Human and Animal Subjects: Jacksonville State University will not submit a proposal in which human or animal subjects are involved unless it has been reviewed carefully to guarantee compliance with established policy. JSU's Human and Animal Subject Review Boards will provide information regarding protection of human subjects. The Associate Vice President for Academic Affairs will submit the proposal to the Institutional Review Board, if prior approval has not been received.
2. Civil Rights: Jacksonville State University is an equal opportunity institution and therefore complies with the intent and letter of the law regarding employment, admissions, etc. The Associate Vice President for Student Affairs is the designated Equal Opportunity Employment/Affirmative Action Officer who ensures full compliance with all regulations pertaining to Civil Rights.
3. Patent and Copyright Policies: Jacksonville State University has developed a policy pertaining to patents and copyrights. This policy may be found in the *Policy and Procedures Manual*.

4. Cost Sharing: Certain granting agencies require the University to share in costs for the project. It is the University's policy to review proposals for projects that require cost sharing with the view that the direct benefit will outweigh the anticipated cash cost.

5. Indirect Costs: Indirect costs are those that have been incurred for purposes common to a number of activities of the University but which cannot be identified and charged directly to the project. Examples include such items as heating, lighting, air-conditioning, accounting, library services, janitorial services, etc. These are real costs for this University and it is important that these costs be recovered by proposed activities for research, training and service projects. The indirect cost rates are negotiated each year and may vary depending on the agency, the scope of the project and location of the project.

May I negotiate directly with the awarding agency?

Funding agencies generally will contact the project director to clarify, alter or determine conditions prior to awarding a grant. For minor administrative or budget changes (unless restricted by grantor), the project director should consult with the department head. When major alterations or changes become necessary, written revisions may be needed and will normally require signatures of the project director, department head, dean and vice president.

What happens after I get the grant?

The project director will be responsible for administration of the grant. The grant award documents should be sent to the Sponsored Programs Officer (Office of the AVPAA), who will make a file copy and forward the documents to the Vice President for Administrative and Business Affairs for initiation of a new budget account and to ensure that its provisions conform with the proposal and with University policies and regulations. Subsequently, the Office of the Controller is responsible for processing all fiscal matters connected with the project.

Any budget changes must be in compliance with agency and University regulations. Documentation of agency approval is necessary for most budgetary changes.

When the project is completed, a copy of the final report should be sent to the department head, Associate Vice President for Academic Affairs and Office of the Controller.

What kinds of institutional information do funding agencies normally require?

Your sponsor/ granting agency will probably require some or all of the following information about Jacksonville State University:

Organizational Type: Institution of Higher Education (Coeducational College)

Congressional District: 3

County: Calhoun

Employer ID # / Federal ID # / Tax ID #: 636001099

Cage Code # (Federal Agreements): 1CA33

Data Universal Number System (DUNS #): 079107165

NSF Institutional/Organization Code: 0010207000

(Note: If you would like to be added to the NSF FastLane system as a PI/ Co-PI, please contact Dr. Delap at 782-8186)

Fringe Benefit rate for non-student employees:

Indirect Cost Rates:

(Please check with Controller's Office for regular updates on fringes and indirects)

Authorized Signatory for Jacksonville State University:

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Parts of this document follow the guidelines set forth in Policy Number II:05:01 from the *Manual of Policies and Procedures* (revised November 2005).

**JACKSONVILLE STATE UNIVERSITY
APPROVAL FORM FOR SPONSORED PROJECTS**

PROPOSAL TITLE: _____

NEW PROPOSAL _____ RENEWED PROPOSAL _____

PROJECT DIRECTOR: _____

DEPARTMENT: _____

SPONSOR: _____

PERIOD OF PERFORMANCE: _____

PROPOSED BUDGET SUMMARY

	External Funding Agency	JSU Matching Funds		Dept. Source Account #
		Cash	In-Kind	
Salaries				
Benefits				
Equipment				
Travel				
Supplies/materials				
Consulting Fees				
Other				
Subtotal				
Indirect Cost				
TOTALS				

Comments: _____

Space:

Will this project require additional lab space? _____

Will this project require additional office space? _____

Do you have adequate space? _____

Department Head: _____ Date: _____

Dean: _____ Date: _____

V P for Project: _____ Date: _____

Grants Office: _____ Date: _____

JSU Authorized Official: _____ Date: _____