**FSU OGSP GRANT SUBMISSIONS PROCEDURES**

Procedures for Grant Requests

I. Initiation of a Grant Proposal

The following guidelines will promote conversations necessary to determine how the proposed project relates to the teaching, scholarship, creative activities and/or service goals of Framingham State University (FSU) and if the project is financially and operationally feasible. These procedures apply to all grants, including governmental, corporate, independent foundation and non-profit organizational grants. At the beginning of each fiscal year, the Office of Grants and Sponsored Programs (OGSP) creates a yearly grants calendar plan, outlining all anticipated submissions for the University as well as the FSU Foundation. Priority for staff time will be given to projects on the calendar, so please notify the OGSP as far ahead as possible (at least three months) of the deadline. Many federal and private foundation grant cycles are repeated yearly, so please plan ahead. Deadlines with less than one month’s notice may not be feasible to pursue.

A. The Principal Investigator (PI) or Project Director (PD) is responsible for writing the intellectual content of the proposal and for the administration of the grant, if awarded. They start the process by filling out the Grant/Contract Proposal Approval Form on the OGSP website, providing as much notice as possible prior to the grant deadline. If the grant requested is non-governmental and less than $50,000, only the signature of the College Dean is required.

B. The Office of Grants and Sponsored Programs (OGSP) assists in the proposal preparation process by researching funding sources, interpreting guidelines, setting up funder calls, providing application attachments, reviewing/editing drafts, and submitting the final proposal.

C. The Business Office works in conjunction with the PI/PD and the OGSP to review the budget and quantify cost sharing, if any.

II. Proposal & Budget Development

This section applies to all government grants and private foundation grants $15,000 or more. For private foundations less than $15,000, PI/PD’s can schedule quarterly meetings to update OGSP on their upcoming small dollar requests and timetables.

* 1. FSU OGSP Grant Proposal/Sponsored Research Approval Form

The PI/PD fills out the online digital form on the OGSP website, which includes signatory approvals from their department chair or College Dean to submit the proposal, especially if it requires new staff, a professional course release, or matching funds.

* 1. Project Meeting Three Months Before the Grant Deadline

The PI/PD will schedule a meeting with OGSP and other project participants to review the proposal guidelines, discuss the project, and create a timeline that assigns roles and responsibilities for proposal deliverables for governmental and larger grants (> $50,000). A specific OGSP staff member will be assigned to assist with the grant process to create the timeline. For smaller grants (<$50,000), a verbal discussion of the timeline for submission may suffice.

* 1. Non-Profit Tax Status

If the proposal requires the applicant to have a 501c3 tax status designation, then OGSP will obtain the approval (and signatures, if required) necessary from the FSU Foundation, which is a separate legal entity. Note that all grant payments will need to go through the Foundation, not the University, if the Foundation’s federal employer identification number is required.

D. OGSP Assistance

The OGSP assists with the proposal narrative, scope of work, general institutional information, and budget, and assures that deadlines are met, as needed. Staff can provide PI/PD’s with:

* a timetable for grant submittal with tasks and assignments;
* guidance on whether the grant goes through the University or FSU Foundation;
* federal grant form completion;
* grant requirement attachments, such as support letters, organization audits, and the like;
* language on FSU mission, history, collaborations, demographics, and financial sustainability;
* editing;
* requesting institutional research data;
* IRB committee scheduling, and
* Logic Model templates.

III. Proposal Approval & Submission

* 1. The OGSP will submit the proposal to the funder, unless the PI/PD and OGSP agree on an alternate plan, ideally one week or more prior to the deadline.

IV. Grant Acceptance & Project Implementation

1. Successful Grant Account Set Up Meeting

If a proposal is funded, the OGSP and Business Office will schedule a meeting with the PI/PD to review the grant/contract terms for compliance and complete an Internal Routing Form for grant fund set up and processing. Much of this form will be completed by the OGSP and Business Office, from the information gathered on the OGSP Grant/Contract Proposal Form.

B. Rejected Grants Meeting

 If a proposal is not funded, the OGSP will meet with the PI/PD to obtain funder feedback and comments to assess the likelihood of future proposal attempts, as needed.

VI. Award Management

A. The OGSP will ensure that project timelines are met and that all reporting requirements are submitted to ensure that the University remains in good standing with individual funders.

B. Post-award financial management is the direct responsibility of the PI/PD in collaboration with the Business Office. Substantive progress reports are the responsibility of the PI/PD. The PI/PD may request assistance with reporting from OGSP, and OGSP will remind PI/PD’s about upcoming reporting deadlines. All communication relevant to the awarded grant must be filed with the OGSP.

C. OGSP will assist the PI/PD in meeting other compliance terms and conditions, such as media recognition, and coordinating with other FSU departments.

D. OGSP will coordinate funder stewardship, to deepen the funder’s relationship with FSU.

Procedures for Grants with Limited Submissions

All faculty, Center Directors, and FSU staff should alert the OGSP of their interest in applying for a specific grant well before the deadline in any fiscal year, to make sure it is placed on the fiscal year Grants Calendar, and to determine if more than one person/center from FSU is interested in a particular funding opportunity.

Some funding programs limit the number of submissions that can be made at any one time from an institution. When a funder's call for proposals is "limited," OGSP will send out an email announcement to the relevant campus constituents to determine interest. We have established the following guidelines so that all departments and centers will be treated fairly. If FSU submits more than the allowable number of proposals in a limited submission program, it is likely that all proposals from the University will be disqualified. In other cases, foundation or government funding is so competitive that competing against ourselves with more than one submission per round will also be detrimental to FSU’s funding chances.

Procedures

In cases in which a sponsor allows only one proposal to be submitted, we will select proposals according to the following process:

1. Request for Letters of Intent

Approximately twelve weeks before the application deadline, the OGSP will solicit letters of intent to apply no longer than one page from each prospective applicant.

1. Funder Feedback on Letters of Intent

If allowed, OGSP will review potential projects with the funder, to obtain feedback on potential asks.

3. Project Ranking

The applicants' materials will be ranked by OGSP according to the alignment with the University’s Strategic Plan and funder’s guidelines. The rankings will be reviewed by the College Deans for a decision.

4. Status Notification

The OGSP staff will notify all candidates of their status. If the first candidate should decide to forgo applying, then OGSP will notify the candidate whose notification was ranked second, and so forth.