FSU OGSP GRANT SUBMISSIONS PROCEDURES

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 of the deadline as possible (at least six months or immediately following the release of the Request for Proposals). 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. If you cannot meet this timeline, ability to submit the proposal will be based on the availability of OGSP staff. In addition, if you submit a grant proposal without consulting the Office of Grants and Sponsored Programs, you will not get to keep the funding, if awarded.

All applications for grants and contracts by full-time faculty and staff members have three mandatory requirements:
- Applications must go through OGSP.
- Applications must list FSU as the applicant's organization, regardless of their role on the application.
- Two to three months ahead of the application, applicants must fill out the OGSP approval form (link on OGSP site) if pursuing funds above $15,000, or email OGSP for approval if below $15,000. This will help to ensure compliance with our procedures and any external policies or restrictions.

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 $15,000, 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. If a course release, summer compensation, additional compensation for evening or weekend work, or newly added staff positions (fully funded by the grant), are to be requested, then approval must be obtained, prior to submission, from the Office of the Provost/VPAA, using the [Request Form for Grant Funded Stipends, Salaries, and Course Releases](#), which can be found on the Office of Grants and Sponsored Programs webpage. The request may need to be revised, as

determined by the provost/VPAA. Once approved:

1.   all of these costs must be built in the budget for the grant;

2.   the PI must state in the grant's budget justification if there will either be a course release or additional compensation to the faculty member (depending on approval by the provost/VPAA); and,

3.   if a new staff position is requested, then its final approval requires post-award executive staff approval.

Course releases may not be listed as in-kind contributions. The cost (includes fringe benefits and payroll tax) for one course releasee is:

AY 21-22	AY 22-23	AY 23-24	AY 24-25	AY 25-26	AY 26-27
$ 10,204	$ 10,412	$ 10,625	$ 10,842	$ 11,063	$ 11,289

D.   If the grant requires an external evaluator, then up to 5% of the grant funds may be utilized for the external evaluator. Under exceptional circumstances and providing justification, additional funds (not exceeding 10% of the grant) may be allocated for the work of the external evaluator.

E.   The PI or PD must list salaries in the budget for covering the time and effort of the personnel on the grant. These funds go to the institution, not the PI or personnel on the grant. This means that the personnel will not receive that amount on top of their regular salary.

F.   All proposed new positions or salary adjustments must be reviewed by HR to determine appropriate salaries prior to submission of the budget to the Business Office.

G.   Make sure to include payroll taxes and fringe benefits for salaries.

H.   For additional compensation, ensure including payroll taxes on that line.

The Business Office works in conjunction with the PI/PD and the OGSP to review the budget and quantify cost sharing, if any. The Business Office must review the budget at least two weeks before the proposal deadline.

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.

A.   <u>FSU OGSP Grant Proposal/Sponsored Research Approval Form</u>

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.

In addition, if course releases or additional compensation during the academic year or the summer are requested, then the PI/PD fills out an excel form that is available on OGSP website to be emailed to the office of Provost/VPAA for approval prior to submission of the grant application.

B.   <u>Project Meeting Six Months Before the Grant Deadline or immediately following release of the Request for Proposals</u>

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 (>$15,000). A specific OGSP staff member will be assigned to assist with the grant process to create the timeline. For smaller grants (<$15,000), a verbal discussion of the timeline for submission may suffice.

C.   <u>Non-Profit Tax Status</u>

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, Inc., 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.   <u>OGSP Assistance</u>

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 submission 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.
- Note: If data is needed from Institutional Research (IR), then contacting them three months before submission is required or as soon as possible.

III.   Proposal Approval & Submission

A.   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.

B.   If awarded, final approval requires post-award exec staff approval. A post award form needs to be filled out and emailed to the Vice President of Development and Alumni Relations.

IV.   Grant Acceptance & Project Implementation

A.   <u>Successful Grant Account Set Up Meeting</u>

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.   <u>Rejected Grants Meeting</u>

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.

V.   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.   The PI/PD is to fill the time and effort forms every six months. This form can be found on the OGSP web page. It is the responsibility of the PI to ensure time and effort reporting and that expenses charged follow approved grant budget requirements. It is the responsibility of the Business Office to ensure compliance with fiscal management and fiscal reporting.

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

E.   OGSP will coordinate funder stewardship, to deepen the funder's relationship with FSU.

VI.   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.

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

A.   Requests for Letters of Intent

Approximately six months (when possible) before the application deadline, the OGSP will solicit letters of intent to apply no longer than one page from each prospective applicant.

B.   Funder Feedback on Letters of Intent

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

C.   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 their recommendation.

D.   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.