

Bemidji State University Policies

Policy Name: External Funding Submission Policy	Effective Date: 5/1/2021
Policy Owner(s): Provost and Vice President for Academic Affairs	Last Review: 3/1/2021
	Next Review: 9/1/2024

Policy Statement:

All external funding proposals MUST be processed and reviewed by the Sponsored Programs Office at Bemidji State University prior to submission to any funding agencies. This policy applies to all grants, contracts, cooperative agreements, and subawards.¹ This policy pertains to any university employees (faculty and staff), students, and other individuals that utilize Bemidji State University as the fiscal host for their grant project activities.

The proposal must be reviewed and approved through the *External Funding Form Process* (formally known as the green sheet) in which all proposal materials are submitted to the Bemidji State University Sponsored Programs Office. The approval form is then completed by the Grant Specialist and submitted to the appropriate department chairs, supervisors, deans, and administrators for review and signature. This process was formally completed by the Principal Investigator/ Project Director (PI/PD) but must now be sent directly to the Grant Specialist for review and processing. This clearance process will be completed PRIOR TO submission of any external funding applications. The Grant Specialist and Grant Accounting Officer reserve the right to not submit a proposal if sufficient time is not given to review the proposal OR if the proposal is deemed unfit for external review based on the evaluation of any internal signing party.

In addition to the External Review Form approval, the PI/PD should contact the Sponsored Programs Office directly upon consideration of submitting a proposal or when looking to apply for funding but do not yet have a funding agency identified. This opportunity allows the Sponsored Programs Office to address any initial project concerns, assist with funding agency prospecting as needed, and enter project information into the grant log for ongoing tracking through the grant cycle (pre-award, award, post-award, closeout).

Rationale

Engaging with the Grant Specialist within the Bemidji State University Sponsored Programs Office as early as possible in the proposal development process provides several benefits. These benefits include

- Preventing errors in submitting proposals to funding agencies where the university may not be eligible to apply;
- Ensures the budget and subsequent justification/narrative only include allowable and reasonable expenses;
- All proposed grant activities are in compliance with funding agency and university guidelines;
- Ability to receive guidance, review, and writing or editing support needed to prepare the proposal for timely submission;
- Ensures the proposed project does not conflict with other university active grants or projects already in process with a specific funder; and
- Any unique policies or procedures, financial or administrative documents, applicant match needs, and other application requirements specific to the funding agency or the Request for Proposals can be addressed in an efficient manner to prevent submission delays.

Procedures

One to three months prior to submission

Principal Investigators/Project Directors (PI/PD) will contact the Sponsored Programs Office early in the proposal development process. The PI/PD is also responsible for notifying their Department Chair and Dean about their interest in submitting a proposal and discussing any potential institutional match needs and release time/duty days that may be needed to conduct project activities. The Grant Specialist will review the RFP/NOFO/FOA (if applicable) and will provide a schedule of deadlines for each proposal. The PI/PD and Grant Specialist will also discuss any additional needs required for the project (prospect research, writing assistance, editing, budget development, supplemental document formulation, internal and external collaborators, subawards, contractor needs, external evaluation, international travel, cost share/institutional match requirements, etc.)

Two Weeks to One Month Prior to Submission

Final drafts of the proposal and all supplemental documents required for submission should be submitted to the Grants Specialist for final review. The Grant Specialist will formulate the final budget in the required funding agency format or load the budget into the designated grant portal (e.g., Grants.gov, Fastlane, Assist).

Ten Days Prior to Proposal Submission

The PI/PD must submit a one-page project summary or abstract, project title, funding period dates, and budget with justification to the Grant Specialist. The Grant Specialist will complete the external funding form through DocuSign. The DocuSign will be sent to the PI/PD and Co-PI/Co-PD for signatures and completion of the Conflict of Interest form. The DocuSign will then be automatically sent to the Department Chair, Dean, Grant Accounting Officer, VP of Finance and Administration, Provost, and University President for review and approval.²

Once the internal approval process is complete, and in collaboration with the PI/PD, the Grant Specialist and Authorized Organization Representative will submit the proposal to the funding agency.

Contacts

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Sponsored Programs Office Email, Grants@bemidjistate.edu

¹Any employees who provide services for activities taking place outside of the university that do not involve payments directly to the university or require employee time that would otherwise be committed to university-related business should still consult with the Sponsored Programs Office to determine any potential conflicts of interest that may result from the employee's involvement in the activity.

² The list of internal approvers may change depending on the role of the PI/PD within the institution.