

### III. PROCESSING RESEARCH PROPOSALS AND ADMINISTRATION OF AWARDS

- A. Applicants will submit a research proposal as the Principal Investigator (P.I.) which will include the following components:
  - 1. A completed COMPETITIVE RESEARCH GRANT research proposal form with original signatures of the P.I., Co-investigator(s) when applicable, department head OR chair, and dean OR associate dean (form is on this web page);
  - 2. An abstract of the proposed work (**not to exceed 200 words**);
  - 3. A two page biographical sketch or short curriculum vitae;
  - 4. References;
  - 5. **The research proposal is limited to 12 pages in length**, including attachments and must be submitted to the Office of the Associate Provost and Vice President for Research (OVPR), no later than the announced deadline.
- B. **If the research proposal is not within the stated guidelines, the Committee will return it to the P.I. unreviewed.**
- C. All proposals will be reviewed by the CRG Committee. The Committee will recommend any proposed project for funding by an affirmative vote of the Committee's majority.
- D. The OVPR will notify applicants of approved awards and will process appropriate documents to activate each approved grant.
- E. Recipients will adhere to the following fiscal and reporting requirements:
  - 1. The OVPR will create a separate account for the CRG project within the grant recipient's department and will load the budget.
    - a. Expenditures, purchase orders, Requests for Authority to Travel, vouchers, etc. will be processed by the recipient's department in the usual manner for accounts of this type.
    - b. Account balances will automatically be carried forward to the succeeding fiscal year in accordance with established termination dates.

- c. **There can be no co-mingling of other funds in the CRG project account.**
  - 2. In no event should CRG funds be obligated prior to specific directions from the OVPR concerning the establishment of an account for project expenditures and effective dates of award.
  - 3. University policy does not permit paying full-time employees extra compensation except under very unusual circumstances.
    - a. Should some of the work on a project require specialized services which can be rendered only by such persons, the work must be approved in advance by the appropriate offices.
    - b. Failure to obtain the proper approvals in advance may result in the expense being disallowed and may become the responsibility of the investigator or department.
- F. If an extension of the project period is desired, the recipient will prepare and submit an original Request for Extension to the OVPR.
  - 1. The Request for Extension must be submitted at least 30 days prior to the termination date of the project.
  - 2. The report will include a justification for the extension, a brief progress report, and a summary of expenditures to date:
    - a. Since copies of account statements do not provide sufficient information, a summary of expenditures by category (i.e., salaries, wages, expendable supplies, itemized equipment, etc.) is required.
- G. Minor budget adjustments within an expenditure group on the approved research proposal budget may be made without prior approval by the VPR.
- H. Major budget adjustments such as for items not included in the approved research proposal budget, or for significant errors in estimated costs for approved items, or for unforeseen expenses, must be requested in writing, supported by adequate justification, and approved in advance by the VPR.

1. Major budget adjustments or expenditures that are not pre-approved by the VPR may be disallowed and may become the responsibility of the investigator or department.
  2. All Budget Change Orders must be approved by the VPR.
- I. The grant recipient will submit a Final Report upon completion of the project to the OVPR.
    1. **Failure to file the proper reports may prohibit a faculty member from competing in this program in the future.**
  - J. The OVPR will notify the P.I.'s whose proposals are not funded and also provide them with comments from the Committee.