

GRANT PROPOSAL GUIDELINES AND PROCEDURES

This document provides instruction on internal requirements for proposal submission for Vanderbilt Divinity School. Divinity's contact person for grant's proposal/awards is Ela May at ela.may@vanderbilt.edu

The Vanderbilt University's contact for grants proposals is the Sponsored Programs Administration office (SPA) at spa@vanderbilt.edu, phone: 2-3827

Grants Guidelines

- Because grants are decreasing their overhead rate returns, it is more important than ever that the Divinity School endeavor to cover its administrative costs when applying for a new grant. All grants should strive to achieve a 20% indirect cost recovery rate, which can be achieved either by (a) overheads furnished by the funder or (b) including in the budget an amount for administrative and/or financial support. In the event that the funder refuses to pay indirect overheads, PI's should write into the grant an amount to cover the services of faculty administrative support. In small start-up grants, this may not always be feasible, but keep in mind that submitting grant proposals with no overhead support actually costs the School of Divinity money.
- For any grants from private foundations or agencies, Kitty Norton needs to be notified of your intent to submit. For any awards in excess of \$100,000, the Provost's signature must be obtained, and Kitty will shepherd that process in coordination with DAR.
- For grants above \$25K, applicants must submit their proposal to the Institutional Planning Committee for review. The Institutional Planning Committee will analyze the impact on the school's resources, provide feedback for improving the proposal, keep track of all proposals to make sure that a potential funding source is not receiving more than one proposal at a time, and offer guidance on potential synergies within the school/university.
- For grants below \$25K, applicants must discuss with the dean.
- Ela May and Judy Peterson are resources to assist in budget development and writing of the budget narrative. They should be involved in the process early, to be sure that proposals meet all HR and financial objectives and policies.
- When appointing staff to your project, approval must be obtained from the staff member's immediate supervisor prior to submission of the grant. It is important to remember that a different set of compensation rules apply to staff members as opposed to faculty members.
- Consult the University guidelines for grants. Please review the following two links as the University has developed strict guidelines for all grant applications that we must follow.

<http://www.vanderbilt.edu/foundation-relations/facultyandstaff.php#approval>

<http://www.vanderbilt.edu/foundation-relations/grantwriters-toolkit/contents-of-proposal.php>

Grants Process

Prior to applying for any grant awards, the full proposal must be reviewed and approved by Dean Townes

Please provide the following information:

- Name of funding agency;
- Program name and/or number (if applicable);
- Deadline for submission;
- Approximate dollar amount of proposal; and
- Any special circumstances or requests surrounding the project/proposal.

The Dean will provide comment and guidance for the next steps.

Grants Proposal – Prior to the Sponsor Submission (COEUS –Vanderbilt Internal Approval Process)

For the Grant's proposal submission, please make sure you complete the following:

- ❖ Once complete, the Budget and Budget Narrative must be reviewed and approved by either Chief Business Officer (CBO) Judy Peterson or Financial Analyst (FA) Ela May prior to submission to the sponsor. **Please send your budget and budget narrative for approval at least one week prior to the proposal due date.**
- ❖ **Once the Budget and Budget Narrative are approved and the proposal has been completed:**
 - ✓ The grants proposal is entered into COEUS by the FA one week prior to submission. For this, the FA will need the following:
 - Name of the sponsor and name of the proposed grant
 - Sponsor proposal's guidelines/RFP
 - Due date of the grant proposal
 - Title of the proposal
 - Start and end date of the proposal
 - The names of PIs
 - Budget
 - Narrative
 - Any additional documents required by the sponsor
 - ✓ The COEUS proposal is entered into PEER by the FA
 - ✓ The PI(s) receive email from PEER to complete the Conflict of Interest (COI) and/or PI Assurance (PI)
 - ✓ The PI(s) complete COI and/or PI in PEER
 - ✓ COEUS proposal is submitted for internal approval by the FA
 - ✓ The Divinity School authorized approvers, Emilie Townes or Judy Peterson, approve the proposal in COEUS
 - ✓ The COEUS proposal is approved by the Sponsored Programs Administration (SPA) office
 - ✓ The PI submits the proposals to the sponsor

Once the Grant Is Awarded – Setting up New Center

- ❖ Once the proposal is awarded:
 - ✓ The PI forwards the award letter and sponsor's approved budget to the FA.
 - ✓ The FA prepares the budget form to set up new center for the grant.
 - ✓ The PI approves the budget form.
 - ✓ The PI, CBO, and Dean approve the budget form.
 - ✓ The budget form is sent to the SPA office.
 - ✓ The SPA office approves it and sends it to the Office of Contract and Grant Accounting (OCGA).
 - ✓ The OCGA approves it and creates a new center number for the grant.
 - ✓ The OCGA notifies the FA of the new center number.
 - ✓ The FA forwards the center # information to the PI and requests access for the PI to view the activity.
 - ✓ While the grant is being spent, the PI and the FA review the spending to make sure it is aligned with the sponsored approved budget.

Awarded Grant – Annual Reporting to the Sponsor

- ❖ For the annual reporting to the sponsor, the following must be prepared:
 - ✓ The PI prepares a progress report on the project.
 - ✓ The FA or OCGA prepares the annual budget report that includes how the funds were spent in the prior year and the remaining fund balance.
 - ✓ The PI submits the annual progress and budget report to the sponsor.
 - ✓ The sponsor approves the report.

Awarded Grant – Budget Revision/No Cost Extension

- ❖ Budget Revision
 - ✓ If the PI is planning to submit a budget revision on the existing grant, the revised budget needs to be approved by the CBO or FA prior to submitting it to the sponsor.
 - ✓ The PI submits to the sponsor the internally approved budget revision.
 - ✓ Once approved by the sponsor, the PI emails the approval notification to the FA.
 - ✓ The FA prepares a budget revision form.
 - ✓ The budget revision form is approved by the PI, CBO, and Dean.
 - ✓ The FA sends the budget revision form to the SPA office.
 - ✓ SPA approves it and forwards it to the OCGA.
 - ✓ OCGA processes it and revises the budget in the system.

- ❖ Grant No Cost Extension
 - ✓ The PI informs the CBO and/or FA of the extension request in advance of the expiration of the current grant period. No cost extensions aren't automatically granted.
 - ✓ The FA assists in preparing the budget with the remaining balance.

- ✓ The PI proposes how the funds will be spent and the end date of the extension.
- ✓ The PI submits the no cost extension to the sponsor.
- ✓ The no cost extension is approved.
- ✓ The PI forwards the no cost extension approval to the FA.
- ✓ The FA notifies the SPA and OCGA.
- ✓ The grant end date is updated in the Vanderbilt system (eDog).

Awarded Grant – Close-Out Procedures

- ✓ At least two months prior the grant's end date, the FA will send the PI information on the remaining funds.
- ✓ The PI decides how the remaining funds will be expensed.
- ✓ Once all the expenditures are posted, the FA will begin the close-out procedures.
 - The FA with OCGA will prepare the final financial report.
 - The FA will prepare the close-out memo to close the center associated with the grant.
 - The FA, PI, and Dean will sign the close-out memo.
 - The FA will send the close-out memo to OCGA to close the center.
 - The PI will prepare and send the final report to the sponsor.

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