

Administrative Policy #: [Click or tap here to enter number](#)
Title: Institutional Approval for Requesting External Funding
Effective Date: [Click or tap here to enter date](#)

SECTION 1. PURPOSE & SCOPE

- 1.1. PURPOSE: *(The policy's intent.)* Fairmont State University encourages faculty and staff to pursue external funding in support of research and programs that advance the mission of the University. This policy ensures that the proposed project or program is compatible with institutional priorities and evaluates the need for matching funds, overhead costs, and other institutional commitments in order to assess cost versus benefits of the grant.
- 1.2. SCOPE: *(An overview of the policy and its boundaries.)* All requests for external funding originating from Fairmont State University employees, whether from federal, state, or private sources, must be approved through the Office of Sponsored Programs (OSP) prior to submission.

SECTION 2. APPROVAL, DELEGATION & APPLICABILITY

- 2.1. AUTHORITY: *(The university official that has the power to make decisions, enforce rules, or delegate authority regarding the policy.)* The Director of OSP enforces this policy and ensures all institutional employees follow this process when requesting external funding.
- 2.2. DELEGATION: *(Clarification of whether authority may be delegated, and if so, the limits (e.g., which authority and to whom?).)* The Director of OSP may delegate this authority as deemed appropriate.
- 2.3. APPLICABILITY: *(Specifies what individuals and/or entities the policy affects.)* This policy applies to all Fairmont State employees seeking external funding for projects or for external collaborations that will utilize University facilities, resources, faculty, students, or other institutional commitments.

SECTION 3. DEFINITIONS *(Clarification of key terms and concepts used in the policy.)*

- 3.1. External Funding: refers to identifiable funding that is not part of regular institutional income and is only available for a set amount of time in which a project must be completed, or a program must be delivered
- 3.2. Matching Funds: Cost Sharing or matching, means that portion of project or program cost not borne by the federal government or awarding agency. 2 CFR §200.306 states that for all Federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria: 1. Are verifiable from the non-Federal entity's records; 2. Are not included as contributions for any other Federal award; 3. Are necessary and reasonable for accomplishment of project or program objectives; 4. Are allowable under Subpart E – Cost Principles of this part; 5. Are not paid by the Federal government under another Federal award, except where the Federal statute authorizing a program specifically provides that the Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs; 6. Are provided for in the approved budget when required by the Federal awarding agency; 7. Conform to other provisions of this part, as applicable. Further guidance can be found at 2 CFR §200.306.
- 3.3. Indirect Costs: Indirect costs (IDC) benefit many activities (e.g., building operations and maintenance, IT expenses, security, administrative personnel such as grant managers, etc.) and as such cannot be easily identified with a particular sponsored project.
- 3.4. Institutional commitments: dedicates or commits any of the institution's resources to a project including but not limited to facilities; faculty, staff, and student time; equipment; funds; intellectual property; or technology infrastructure. Principal Investigators (PI's) and departmental administrators are responsible for insuring that the University's cost sharing commitment is fulfilled, for insuring that cost share information is properly entered into the financial system, and for maintaining information and records that support cost certifications.

SECTION 4. POLICY *(A statement of the core principles, rules, and standards in the policy.)*

- 4.1. It is the policy of Fairmont State University that the Office of Sponsored Programs serves as the first point of contact for faculty and staff seeking external funds. In addition to providing oversight, coordination, and review of all requests for external funding, OSP also supports effective proposal development and assists with the submission process.
- 4.2. Proposals or requests for funding to private funding organizations such as private foundations and corporate foundations will be submitted through the Fairmont State Foundation, Inc. (the Foundation). These proposals will be reviewed and approved by OSP, and OSP will assist as needed in the proposal preparation and submission of private funding requests.
- 4.3. Those seeking external funding should notify their supervisor early in the proposal development process to ensure that the planned project/program aligns with institutional priorities at the departmental or unit level. To facilitate this notification and to garner appropriate institutional support at the preliminary juncture, the Declaration of Intent to Apply for Funding should be completed and submitted for review and signature to OSP. OSP will orchestrate the review and approval process through SignNow.
- 4.4. Once the Declaration of Intent is approved, OSP will assist with proposal development. While OSP provides resources, support, and assistance, it is important to note that it is the responsibility of each individual or unit seeking a grant to prepare the appropriate proposal and/or application materials.
- 4.5. At least ten working days before the funding agency's deadline, a Proposal Certification Form must be completed and submitted to OSP along with a final proposal draft and budget. OSP will route the completed form and application materials for review and approval to the applicable Department Chair(s), Dean(s)/Director(s), Foundation President, Provost, Grants Accounting representative, and Finance & Administration representative. Once institutional approval has been secured, OSP will notify the proposer that their application has been approved for submission.

- 4.6. No request for external funding should be submitted without the express written approval of OSP.
- 4.7. Prior to submission, the Principal Investigator (PI) or Project Director (PD) will be required to complete a Conflict of Interest Disclosure Form if a possible conflict of interest exists. In the absence of possible conflicts of interest, the signed Proposal Certification Form will certify that no disclosures are needed.

SECTION 5. COMPLIANCE *(The policy's relationship to laws, regulations, and/or policies.)*

- 5.1. COMPLIANCE: This policy complies with 2 CFR 200.112 Conflict of Interest, 2 CFR 200 Subpart E Cost Principles, 45 CFR 690.101-124 Institutional Review Boards, and NSF PAPPG 24-1 IX B Responsible and Ethical Conduct of Research.
- 5.2. NONCOMPLIANCE: Individuals who do not follow the Institutional Approval Policy for Requesting External Funding may not be allowed to request external funding or serve as a PI on grants at Fairmont State University.

SECTION 6. REVISION HISTORY *(A record of all changes made to the policy.)*

- 6.1. FREQUENCY OF REVIEW: This policy will be reviewed annually.
- 6.2. APPROVED: Click or tap here to enter text
- 6.3. REVISED: Click or tap here to enter text