Office of Sponsored Grants Accounting (OSGA)
Internal Approval Policies and Procedures

Faculty/staff are encouraged to seek external grants and contracts in support of their research, service, and instructional activities. The Office of Sponsored Grants Accounting (OSGA) serves as the first point of contact for anyone seeking approval for the submission of proposals to external sponsors or upon receipt of an unsolicited award.

It is important to notify the appropriate supervisor early in the proposal development stage to ensure that the project is in concert with the mission of the department/unit and that internal support for project activities will be available. Matching funds, release time, and other institutional commitments should be secured from the department chair and the dean well in advance of developing the actual final proposal. Please allow at least THREE weeks prior to final deadline to notify the appropriate administrators of your intent and to discuss your plans with these individuals.

To ensure accurate, comprehensive and coordinated management of all sponsored activities, all proposals for external grants and contracts originated by faculty or staff members at Fairmont State University are to be routed through the OSGA. The OSGA serves as the single point of contact for all grant and contract activity with the exception of the fundraising responsibilities of the Fairmont State Foundation, Inc.

Eligibility:

1. The submission meets the approval of an appropriate supervisor with full-time academic standing who will serve as the responsible entity for the conduct of the project;

2. Project activities benefit the institution; project activities will be conducted on campus or in conjunction with a field site approved by the supervisor;

3. The applicant (individual submitting the proposal) agrees in writing to abide by all institutional and OSGA policies and procedures, including but not limited to Policy on Intellectual Property, Misconduct in Science, and Disclosure of Significant Financial Conflict of Interest.

Approval and Signatures:

All proposals are required to be endorsed by those individuals responsible for carrying out the project as well as those individuals authorized to commit the institution to a sponsored program. An internal review and routing procedure, the Grant Pre-Certification Form (GPCF), has been established in order to ensure that each proposal or application for external grants and contracts has been reviewed and endorsed by various responsible persons and that there is compliance with the agency, institutional, and state policies, regulations, and guidelines. (See Roles and Responsibilities for further explanation of those involved in the grant approval process. In myCampus, go to Departments>Accounting>Roles and Responsibilities.)
**Process for Review and Approval:**

The Grant Pre-Certification Form (GPCF) must be completed and signed by all authorizing signatures at least **15 WORKING DAYS PRIOR TO SUBMITTING any FINAL PROPOSAL TO A FUNDING AGENCY OR ORGANIZATION**. Individuals preparing a proposal for submission should contact their department/school chair to discuss their project, including securing the approval of the unit head to proceed with further proposal development. Grant writers are encouraged to contact the OSGA early in the process for appropriate guidance and to identify potential questions that may arise during the approval process.

The OSGA will review the GPCF with the grant writer and provide approval, request further information or, in rare instances, indicate the inappropriateness of the proposal for reasons such as misalignment with the mission and goals of the institution or lack of sufficient internal funding/support.

If the GPCF has full approval, the Proposal Certification Form (PCF) must be submitted, with all necessary signatures, to the OSGA at least **TEN WORKING DAYS PRIOR TO SUBMITTING THE FINAL GRANT PROPOSAL TO A FUNDING AGENCY OR ORGANIZATION**. A copy of the project (project abstract or summary), budget, and budget justification should be attached to the PCF and the entire package should be submitted to the OSGA for final action. Modifications and/or changes to the proposal, the budget or other supporting documentation will only be made by the OSGA upon notification and approval of the PI. Certain modifications may necessitate additional approval by the unit head.

**Proposal Submission:**

The PI/PD is responsible for the submission of the proposal in most circumstances. However, the OSGA will ensure that the proposal is submitted in the appropriate manner if the awarding agency or electronic submission protocol specifically requires submission by the authorized institutional entity. The PI/PD will be notified that the proposal has been submitted in a timely fashion via email.

**Allowing for Appropriate Review Time:**

The GPCF and supporting documents must be received far enough in advance of the submission deadline to allow the OSGA to review the complete proposal for submission. Inaccuracies or problems that might be discovered in the course of this routing procedure could result in a delay in the submission of the proposal to the intended sponsor. In order to minimize this possibility, it is important to work with unit heads and the OSGA as far ahead in the process as possible. A completed GPCF and all supporting documents **MUST BE SUBMITTED to the OSGA no later than TEN WORKING DAYS** prior to the deadline date for submission of the proposal.

**Other considerations:**
Intellectual Property

All faculty, staff and students are subject to the institution's Intellectual Property Policy. This policy specifically addresses both ownership and responsibility to report the development of intellectual property - new processes, creative and scholarly works, materials, software, devices and/or other inventions. The creation of such work, particularly under the auspices of a sponsored program, must be disclosed to the Provost on project disclosure forms provided by the OSGA.

Facilities and Administrative Costs (F&A Costs - previously called Indirect Costs)

The OSGA requires that proposed budgets must contain the full negotiated Facilities and Administrative (F&A) rate, as currently approved.

The F&A rates are: 50% of all Salaries and Benefits for sponsored programs conducted whole or in part on the institution's campus or 15% of all Salaries and Benefits for sponsored programs conducted entirely away from the institution's campus.

Exceptions to the F&A rate must be authorized by the OSGA. Exceptions may be permitted if the sponsor's guidelines specifically state that F&A costs are prohibited or that a different rate must be used. The OSGA will assist in determining the appropriate F&A rate and in securing guidelines verifying sponsor policy on F&A.

Awards:

Award notifications should immediately be forwarded to OSGA. All contracts, award agreements, invoices, and financial reports require a signature by the authorized institutional representative which is currently the respective institution's Vice President for Administrative and Fiscal Affairs. All original award documents and award payments are to be submitted to the OSGA for processing. These documents are not to be signed and submitted by the PI, Department Chair, Dean, or other departmental representative.
Office of Sponsored Grants Accounting

Grant Pre-Certification

Mandatory - If there will be Release Time &/or Buy-Out Occurring or Grant Match Requirements.

This document is to provide adequate time for discussing the grant components, budget, match, cost-sharing issues, the formulation of the grant management plan, consistency with the state/ institutional accounting and budgeting guidelines, determination of compatibility with institutional priorities and assessment of other institutional commitments required.

NOTIFICATION OF INTENT & REQUEST FOR APPROVAL TO PREPARE A GRANT PROPOSAL

PRINCIPAL INVESTIGATOR: _______________________________________________ PHONE: ______________________

SCHOOL / DEPARTMENT: __________________________ ______________________

TITLE OF PROPOSED GRANT: __________________________________________

FUNDING AGENCY: ____________________________ Agency Contact Point: __________________________

GRANT DEADLINE: ________________ FUNDING PERIOD: FROM ____________ TO ____________

MULTIPLE YEAR PROGRAMS: [ ] Project will be funded for entire period. [ ] Project must be renewed each year.

MATCH? _____YES _____NO Match Budget Source: Fund __________ Org __________

IF YES, DESCRIBE MATCH: [ ] Dollar-for-Dollar [ ] In-Kind [ ] Facility Match [ ] Personnel Match

Describe how you intend to meet the match obligation (Attach Preliminary Budget).

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

RELEASE TIME INVOLVED? _____YES _____NO

Describe HOW YOU INTEND TO MEET THE Released Teaching/Buy-Out Obligations or explain how you will meet grant obligations without release time (Attach Preliminary Budget).

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

WILL THIS GRANT OBLIGATE FAIRMONT STATE UNIVERSITY/PIERPONT COMMUNITY & TECHNICAL COLLEGE TO CONTINUE THE PROJECT WHEN GRANT FUNDING ENDS? _____YES _____NO

MAJOR FUNCTION OF PROJECT: (Circle all that Apply)

Research and Development Community, Public Service, & Extension Equipment
Fellowship or Traineeship Facilities/Construction/ADA Student Support
Services Unrestricted Instruction or Training Professional Development
Student Aid Curriculum Development/Distance Ed Technology/Infrastructure
Developmental Education Other: Describe________________________ Library
Does this project include computer services, including hardware or software? [    ] Yes [    ] No
If so, such services would be funded and provided from: [    ] this grant [    ] WVNET [    ] other available support

OTHER DISCUSSION POINTS:  Respond “yes” or “no” with brief explanations of “yes” answers.

Will this proposal require the development or implementation of new or modified courses or programs?

Will this proposal contain commitments beyond the completion of the grant?

Other________________________________________________________________________________

Other________________________________________________________________________________

Signatures on this form signify agreement to permit the Principal Investigator(s) to proceed with formulation of the grant proposal. Your signature below does not imply authorization or commitment of funds, resources, equipment, personnel, etc. for this project.

Signature Block (add extra pages if additional signatures are needed)

Principal Investigator:     __________________________________________________________ Date: _____________  
Co-PI (s):                          __________________________________________________________ Date: _____________
Department Chair (s)  (if applicable)  __________________________________________________________ Date: _____________
Dean(s)/Director(s)                                          Date: _____________  
Institutional Safety Coordinator (if applicable)  __________________________________________________________ Date: _____________  
Financial Reporting Manager (OSGA)                                         Date: _____________
VP for Administrative & Fiscal Affairs __________________________________________________________ Date: _____________

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