



Virginia Union University
**AUTHORIZATION TO PREPARE A
SPONSORED PROGRAM GRANT APPLICATION
INSTRUCTIONS**

- Step 1:** **AUTHORIZATION TO APPLY FOR GRANTS AND CONTRACTS:** Should be submitted to the Director of Sponsored Programs, C. D. King Hall, Room 216. A copy of the RFP must be submitted with the authorization form. This form must be completed and approved before any grants are prepared.
- Step 2:** **PROPOSAL SUBMISSION:** The Principal Investigator (PI) then prepares the proposal components. Using the Certification forms, the PI should secure the appropriate signatures indicated on the form.
- Step 3:** **PROPOSAL REVIEW:** *The proposal should be submitted to the Director of Sponsored Programs for review 10 business days prior to the proposal due date. Please call the Director of Sponsored Programs to schedule an appointment for the proposal review.*
- Step 4:** **REVISIONS:** The Department of Sponsored Programs will assist the P.I. with any technical assistance if necessary.
- Step 5:** **SIGNATURE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & DIRECTOR OF SPONSORED PROGRAMS:** Formal approval for submission is not complete until the signatures of the Vice President for Institutional Advancement and Director of Sponsored Programs are obtained.
- Step 6:** **SUBMISSION:** The Director of Sponsored Programs is responsible for the submission of all proposals. Upon submission an e-mail notification will be sent to the PI.
- Step 7:** **AWARD NOTIFICATION:** Upon receipt, a copy of the Official Grant Award Notification documentation, the Director of Sponsored Programs will schedule an appointment with the PI and Director of Constituency and Post-Grant Award Services to review award obligations and reporting requirements.
- Step 8:** **REVIEW AND FINAL BUDGET SET-UP:** The review process consists of the following: (1) Compare proposed budget to approved budget by the awarding agency and make any necessary revisions; (2) Upon completion, the final budget (upon approval from the awarding agency) is forwarded to the Comptroller's office for entry into the financial ledger.

- Step 9:** **ASSIGNMENT OF ACCOUNT NUMBER:** The University Comptroller will assign an account number to the project. The account number (including sub-categories) will be forwarded to the PI by the Director of Sponsored Programs, along with allowable expenditures for each budget category.
- Step 10:** **PROJECT IMPLEMENTATION:** Implementation of all projects/programs must adhere to regulations and required progress reports sent to the Director of Constituency and Post-Grant Awards.
- Step 11:** **REPORTS AND OTHER REQUIRED DOCUMENTS:** The PI is responsible for submission of any additional forms required and/or needed for implementation and progress reporting. All progress reports must be submitted to the Director of Sponsored Programs for review by the Director of Constituency and Post-Grant Awards. If necessary, an appointment will be scheduled with the PI to discuss any issues related to all reports to ensure accurate compliance of stated regulations. All progress reports must be submitted to the Director of Sponsored Programs **10** working days prior to the due date.
- Step 12:** **CLOSE-OUT:** Upon the termination of any grant sponsored programs, the final close out report must be submitted to the Director of Constituency and Post-Grant Awards. All required signatures must be obtained before any grant programs are officially closed. A close-out interview must be scheduled with the Director of Constituency and Post-Grant Awards and the Director of Sponsored Programs to complete this process.
- Step 14:** **AGENCY CLOSE-OUT NOTIFICATION:** Upon receipt of the close-out notification from the awarding agency, a copy will be sent by the Director of Constituency and Post-Grant Awards to the PI and Director of Sponsored Programs.



Virginia Union University
AUTHORIZATION TO PREPARE A
SPONSORED PROGRAM GRANT APPLICATION

Must be completed and approved prior to submitting Final Proposal.

(A copy of the RFP must accompany this form)

Principal Investigator/Project Director: _____ Email: _____

Proposal Title: _____ Submission Deadline _____

Academic Division: _____ Bldg./Room: _____ Ext. _____

Type of Application: [] New [] Competing Renewal [] Supplemental
[] Non-Competing Continuation [] Revision [] Agency long Program
[] Other _____

Funding Agency/Org.: _____

Type of Agency/Org.: [] Federal [] State [] Foundation [] Corporation [] Other _____

Check one: [] Research [] Demonstration Project [] Facilities Request
[] Instructional Program [] Fellowship or Traineeship [] Service Program
[] Equipment Request [] Other _____

Amount Requested: \$ _____ No. Yrs. Funding: _____ Funding period _____ to _____
Indirect Cost Percentage Rate: _____ %

If required, have clearances been obtained for the use of the following?

- > Facilities (building, rooms, offices, etc.) [] Yes [] No
> Equipment (furnishings, machinery, etc.) [] Yes [] No
> Services (health, food, housing, etc.) [] Yes [] No

Other _____

Describe the space needed to house the project: (include labs, square footage, proposed location, etc.)

Will matching funds be required for the project? [] Yes [] No If "yes", indicate below how this requirement will be met.

Total matching funds required: \$ _____ % of Budget _____

Sources of Matching:

- A. Institutional Resources (cash) \$ _____
B. In-kind personnel services \$ _____
C. In-kind support services (i.e., computer, time, phone, etc.) \$ _____

D. In-kind supplies, equipment, furnishings \$ _____
E. Other (i.e. office space, etc.) \$ _____

Will student(s) be employed by the project? Yes No If "yes", indicate how many _____

Will the project require new faculty or staff? Yes No If "yes", please list positions to be filled.

Will other university employees be required to devote time to the project? Yes No
If yes, will the employee be reimbursed for employee time? Yes No

Project requirements (Check the appropriate box if the proposal requires any of the following)

- A. Conf/Public Presentation B. Human Subjects C. Biohazard Review
D. Animal Welfare E. Student Support F. Faculty Release Time
G. None Apply

Brief Explanation for Above _____

What commitments will be required beyond the date of project funding? None Absorption
 Other _____

CERTIFICATE FOR APPROVAL

By signature below the designated university representatives have approved this authorization form.

VP for Academic Affairs _____	Date _____
Division Dean _____	Date _____
VP for Financial Affairs _____	Date _____
Director of Sponsored Programs _____	Date _____

Please return to the Office below at **least 10 working days before** submitting the actual proposal:

Director of Sponsored Programs
C. D. King Building, Room 216
342-3938 – office
257-5868 – fax

Do Not Write Below This Line – For Office Only.

Approved Proposal Number _____

Disapproved - This proposal was not approved for the following reasons:



Virginia Union University
AUTHORIZATION TO SUBMIT SPONSORED PROGRAMS
GRANT APPLICATION
(A copy of the proposal must accompany this form)

Principal Investigator/Project Director: _____

Email: _____ **Building/Room#:** _____ **Ext.** _____

Academic Division: _____

Project Title: _____

Proposed Period: From _____ **To** _____

Sponsoring Agency/Org.: _____

APPROVAL FOR SUBMISSION

The attached proposal has been examined and approved by the officials whose signatures appear below. The signatures also indicate that the signees are familiar with the proposal and are satisfied that it meets all stated requirements under the regulations in the RFP.

Principal Inv./Project Director

Division Dean

Vice President for Financial Affairs

Director of Sponsored Programs

Note: When this form is properly executed, the proposal or contract will be forwarded to the President for final approval.

Do Not Write Below

Approved **Disapproved**

President's Signature _____

Date _____