Policy *801* Version *1 02/24/2015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | Section 801: Grant and Contract Administration – General Provisions | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes  No * Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * The Office of the Vice President for Research and Creative Activity, February 18, 2015 * Sheri Anderson: [sheri.anderson@ndsu.edu](mailto:sheri.anderson@ndsu.edu); Cassie Johnson: cassandra.j.johnson@ndsu.edu | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | |  |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **President’s Cabinet:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University  
Policy Manual  
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**SECTION 801  
GRANT AND CONTRACT ADMINISTRATION - GENERAL PROVISIONS**

SOURCE: NDSU President

1. PROPOSALS.  
     
   All proposals submitted to external agencies must be reviewed and approved by the responsible Department Chair, the College Dean and Sponsored Programs Administration (as a designee of the Vice President for Research and Creative Activity) PRIOR to the submission of the proposals. In cases where equipment match funds are required, the Vice President for Research and Creative Activity's (or designee's) approval is also required.

1.1 The completed proposal must be submitted to all parties involved in the proposal approval process. The Chair and Dean are responsible for reviewing the proposal for consistency with the department and college mission; availability and commitment of department and college support services and resources, including faculty and staff time, space and finances; and assurance that the department and college obligations as defined in the proposal will be met. Sponsored Programs Administration, as designated by the Vice President for Research and Creative Activity, acts on behalf of the President and reviews the proposal for consistency with the institutional mission and policies, public or private agency policies and regulations, and applicable federal, state and local laws and regulations. Each office may require modifications to the proposal. Proposals must meet the criteria of each review process BEFORE submission to a sponsoring agency.

1.2 A Proposal Transmittal Form is required for each proposal submitted for review. Proposal Transmittal Forms may be obtained from Sponsored Programs Administration.

1.3 Sponsored Programs Administration requires a minimum of 72 hours to process a proposal. If time is a problem, the entire proposal need not be submitted. A completed Proposal Transmittal Form, the proposal cover page, an abstract, and the budget page may be sufficient for final approval. Following final review by Sponsored Programs Administration (as a designee of the Vice President for Research and Creative Activity), the principal investigator will be called and informed of university approval or of the need for revision. Grant and contract proposals requiring additional space, renovations, remodeling, and/or relocations must be approved by the Vice President for Research and Creative Activity and the Vice President for Finance and Administration prior to submission.

1. AWARDS.  
     
   All contracts and agreements must be reviewed by Sponsored Programs Administration prior to their execution. Sponsored Programs Administration is responsible for negotiating all terms of the agreement.
2. All correspondence between the Principal Investigator and the external agency, relating to the terms of the award, shall be copied to Sponsored Programs Administration. Sponsored Programs Administration is responsible for requesting approval from the awarding agency to change any agreement terms.
3. Sponsored Programs Administration reserves the right to renegotiate or reject any proposal or agreement which has not been reviewed through the proper channels and signed by the appropriate authorized representative.
4. All financial reports required by the external agencies will be prepared by Grant and Contract Accounting. The Principal Investigator will be contacted if assistance is needed in completing the reports.
5. All checks relating to sponsored agreements should be sent to:

Grant and Contract Accounting   
North Dakota State University   
NDSU Dept. 3130  
PO Box 6050  
Fargo, ND 58108-6050

If a check is mistakenly sent to a department instead of Grant and Contract Accounting, the check should be delivered as soon as possible to Grant and Contract Accounting for deposit. All information received with the check should be attached. The Customer Account Services Office will not deposit a check into a grant or contract account (Funds 40000-49999) without the approval of Grant and Contract Accounting.

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HISTORY:

New July 1990  
Amended April 1992  
Amended June 1996  
Amended March 2002  
Amended August 2007  
Amended October 2009  
Housekeeping February 14, 2011