

North Dakota State University

Policy Manual

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.

2. 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.

3. 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.

4. 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.
5. 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.
6. 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.

HISTORY:

New	July 1990
Amended	April 1992
Amended	June 1996
Amended	March 2002
Amended	August 2007
Amended	October 2009
Housekeeping	February 14, 2011
Housekeeping	March 16, 2015