



Grants Office Policies and Procedures

Administrative Division: Academics

Responsible Unit: Grants Office

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290-4707

Who Should Read this Policy: All faculty and staff

Effective Date: 7/1/2025

Policy Statement

Grant funding is an integral piece in supporting the mission of the University and the institutional priorities.

Purpose of Policy

This policy outlines the requirements for grant submissions at Saint Elizabeth University, as well as the processes associated with grant submission and management pre and post-award.

The Policy

Grant fund solicitation for any SEU-related project or activity must support the mission of the University, be made in the name of the University over the President's signature, and must have the approval of the Provost, Vice President for Finance and Administration, and the Vice President for Institutional Advancement.

Grant solicitations must support institutional priorities which are defined each academic year by the Cabinet in conjunction with the strategic plan. These priorities can include support for academic programs, institutional scholarship support, establishing endowed funds, acquiring capital purchases, and constructing or renovating facilities. Generally, areas of primary focus will include research and support within the health sciences, the support of student success, and the educational mission of the University.

The Grants Office, located within Institutional Advancement, serves as a central clearinghouse for all external grant requests to ensure coordinated relationship management and a high level of proposal content quality that meets the guidelines of prospective funders.

Procedures to Implement this Policy

Interested grant seekers need to complete and submit the Grants Research Request Form, and then contact the Grants Office at 973-290-4707 to discuss.

If the Grants Office determines that a sufficient likelihood of funding exists, and there are no conflicts with other efforts, then the grant seeker shall proceed to discuss the funding need with their program chairperson or immediate supervisor to ensure that the proposed project is in accordance with departmental priorities, while the Grants Office seeks the approval of the Vice Presidents to assure the project is within the University's mission and the goals of the strategic plan before investing further effort in proposal preparation. Your immediate supervisor must also approve any release time to prepare a proposal and to implement a funded project.

After your project idea is approved, the Grants Office will assist with

- Identification of links between potential funder priorities and the University's strengths and needs.
- Development of relationship and grant solicitation strategies.
- Providing a proposal template, if needed.
- Providing standard information/data reflective of the institution (ie. enrollment/retention, mission/goals, etc.) as well as institutional documents that are funder required attachments. All such data will be obtained from Institutional Research to assure accuracy and consistency.
- Counseling for project leaders throughout the proposal development process.
- Editing proposals for project leaders.
- Writing institutional proposals.
- Directing stewardship report preparation to inform funders of the use and significance of the funds received.
- Coordinating with Communications & Marketing on content for publicity.

Role and Responsibility of the Grant Project Director

Pre-Award:

While the University is the legal recipient of grant award funds, the Project Director initiates the application and assumes responsibility for overall project management, including reviewing and understanding all application instructions, drafting the proposal narrative, and developing the project budget.

- For assistance with narrative development and editing, the Project Director is encouraged to work with the Grants Office.
- For budget development and salary information, the Project Director must consult with the Grants Office to obtain approval of the proposed budget including any institutional matching funds, if available. Salaries submitted under a proposal must be consistent with SEU salaries. The Grants Office does not have or provide employee salary information and keeps proposed budgets confidential and works closely with the Provost and Vice President of Academic Affairs on all grant-related matters.
- The Office of Institutional Research can also provide useful statistical data and other information through the SEU Fact Book and assist with other internal data requests., which the Grants Office will assist with obtaining.

All policies are subject to amendment.

- Any research that systematically collects data directly from human subjects through such methods as surveys, interviews, focus groups, and/or observations may be appropriate for Institutional Review Board (IRB) review. Researchers must follow IRB guidelines found at <https://www.steu.edu/irb>.

Post-Award:

- Implement the program as proposed within the proposed timeline.
- Notify the Grants Office immediately if changes to the proposed project are required.
- Prepare progress reports to the funder. Coordinate interim reporting with the Grants Office
- Manage the budget abiding by all funder requirements.
- Draft continuation applications, if appropriate with the funder, to request continued support.

Grant Proposal Development Procedures:

1. Read and understand the submission requirements of the funder.
 - a. Note the date due, format required, number of copies required, and whether the proposal must be submitted electronically.
2. Complete and submit a Grants Request Form, and as needed, schedule a meeting with the Grants Office:
 - a. To discuss your project parameters, the funder guidelines, and ensure that all your questions and concerns are answered.
 - b. To establish a timeline to plan and draft the proposal narrative and the budget.
 - i. Allow sufficient time to work through several drafts.
 - ii. Allow 7 days for review by the President.
 - iii. If a funder requires approval from the Chair of the Board of Trustees, additional time will need to be planned.
3. Identify colleagues with whom you can discuss your ideas, who can provide critical input, and who will be involved in implementing the project.
4. Review existing literature and lists of recently funded projects to be sure your idea is fundable and will be viewed as important and innovative by proposal reviewers.
5. Identify potential sources of letters of support.
6. Enlist reviewers with relevant subject content expertise of the proposed project.
7. Submit your proposed budget to the Vice President for Finance and Administration for approval.
8. Submit your proposal and budget to the Grants Office in accordance with the planned timeline.
 - a. Your proposal will be reviewed for any technical editing needs and adherence to the funder guidelines for completeness including required attachments.
 - b. The Grants Office will provide institutional documents such as non-profit documentation, board of trustee lists, institutional budget and audits, etc.
9. When your application is complete, the Grants Office will obtain the required approvals/signatures for you and will submit the final application to the funding agency.

Grant Award Process:

- The funding agency will contact the SEU President and may contact the Project Director with notification of an award. The award notification must then be sent to the Grants Office and to the Project Director.
- Award documentation will be processed from the Grants Office to the Business Office. The Grants Office will prepare the official acknowledgment of the award from the President to the funder.
- The Project Director will be contacted by the Business Office to set up the accounts required to administer and support the grant.
- The Grants Office will work to publicize awards, if the funder permits, and as necessary.

Grant Management Responsibility:

When a grant is awarded, it is the Project Director's responsibility to ensure that:

- The project is conducted as described in the application/proposal (*any necessary modifications must be immediately conveyed to the Grants Office on all matters and will handle them accordingly.*)
- A complete project file is maintained on the project progress and expenditures.
- Expenditures are reviewed monthly and limited to the total dollar amount awarded plus any prior approved match.
- The project is conducted according to established University administrative and academic policy and the policies of the granting agency.
- Reports to the funder are prepared and submitted on time.
 - Reports should be submitted to the Grants Office for institutional review, approval, and signature at least 7 working days before it is due to the funder., unless the Grants Office instructs that it will handle such reporting.
 - A copy of all reports must be retained in the Grants Office files.

Definition(s)

- IRB - Institutional Review Board
- Pre-Award - anything that facilitates a proposal's creation and submission, prior to the award being received
- Post-Award - all grants management activities after an award is received