

## **INSTRUCTIONS FOR APPROVAL FORM FOR GRANTS, CONTRACTS AND CONTRIBUTIONS**

The enclosed form is the cover page for all externally supported projects (i.e., those supported by non-state appropriated funds). Its purpose is (a) to facilitate uniformity of procedures, (b) clarify University commitments, (c) to obtain statistical data on MSUM external grant activities, and (d) to obtain appropriate University approval.

The Grant Approval form, the summary of proposal, the actual budget and any grant related form(s) (e.g. cover page) to be signed by the President or his designee must be submitted to the Grants Office (located in Academic Affairs). Generally, 3 days are enough to get the internal approval process completed if there was prior consultation with the Grants Office on the budget and other matters. In some cases, considerable processing is necessary (e.g., an opinion of legal counsel for a contractual statement); therefore, please discuss your proposal with the Grants Office as far in advance as possible or allow two weeks for processing in the Grants Office after routing through your department and Dean.

**A copy of the complete proposal must be submitted to the Grants Office within a week of the mailing deadline.**

**Project Information:** This section requests general information about the project. Mark the appropriate items and complete all questions. MSUM must maintain compliance with several federal and/or state regulatory guidelines. Listed below are the standing committees and policy documents of particular interest to faculty proposing to engage in funded activities. Copies of policies available in Academic Affairs:

*Institutional Animal Use and Care*

*Institutional Research Board*

*Radioisotope Safety Committee*

*Use of Controlled Substances*

*Conflict of Interest and Intellectual Property Rights*

*Misconduct in Research or Scholarly Activity*

**For further questions, call the Grants Office.**

**Personnel and Other Costs:** This section identifies personnel and other resource commitments and can usually be taken directly from the proposed budget. List estimated expenses and the corresponding funding source. Please indicate the percent of full time that the project director, faculty, and staff members will participate in the project. Student help can be listed as a percent of full-time or by hourly wage. Granting agencies generally like some form of institutional match. Such a requirement can be met either using cash, in-kind or both types of commitments. Please discuss these needs with the Chair/Director and Dean. The Grants Office can also assist you in this and other matters. **Discuss your needs with the Grants Office if you have questions about completing the table.**

**Fringe Benefits:** All proposals seeking personnel cost must include fringe benefits which essentially pays for applicable health insurance, FICA, sick leave and other benefits that are available to faculty, staff and student employees. The current fringe benefit rates to be charged on proposals are 26% for faculty and staff salaries. **Call the Grants Office to see if the fringe benefit rates have changed.**

**Indirect Costs:** Many, but not all, grants and contracts from external agencies provide funds to cover indirect costs the University incurs in the course of supporting funded projects. However it is University policy to recover allowable indirect costs in each proposal. Any splits for the use of indirect cost earnings in support of the specific project generating funds must be discussed with and approved by the Division Dean before submission. The President, however, makes the final approval of the use of indirect costs. The current indirect costs (until July 1, 1997) should be calculated using one of the two ways discussed below;

- a. 47% of all salaries, wages and fringe benefits associated with Personnel costs.
- b. 30% of all amounts except permanent equipment.

**Please call the Grants Office to determine the appropriate indirect costs rate for your proposal and to seek assistance.**

**Signatures:** Obtain the signatures of the Department Chair/Director and Dean, then deliver to the Grants office (for grants and contracts) or the Development Office, located in Owen Hall 202, (for contributions and gifts) for approval and routing.

**Approval Process:** Grants or Development Office will notify the project director as soon as the approval process is completed. The project director is responsible for having the required number of copies of the proposal printed and mailed by the due date.

**Grant Award Notification:** Some, but not all, granting agencies inform the institution about the grant award or denial. However, the Project Director is always informed by the granting agencies about their decisions on the proposal. It is the responsibility of the Project Director to inform the Grants Office as soon as the granting agency has informed him/her of the decision. The Grants Office needs this information to maintain accurate data on grant related activities as well as to do the following;

- a. Proposal Funded: The Grants Office will issue a letter informing the Business Office to set up an account and the Public Relations office to do a press release about the grant award. In addition, the related file in the Grants Office will be kept active.
- b. Proposal Budget Revised: If the agency requires any budget revisions, the Project Director needs to seek University approval for it. The Approval Form or a memo describing the budget revisions and approval by the Division Dean must be provided to the Grants Office for filing. Following this, the Grants Office will inform the Business Office and Public Relations Office.
- c. Funding Denied: Upon receipt of this information, the proposal file will be closed.

# MINNESOTA STATE UNIVERSITY MOORHEAD

**APPROVAL FORM FOR CONTRACTS, GRANTS, AND CONTRIBUTIONS  
INCLUDE PROPOSAL COVER PAGE, SUMMARY AND BUDGET WITH THIS FORM.**

Name & Title of Project Director: \_\_\_\_\_  
 Department \_\_\_\_\_ Phone: \_\_\_\_\_ Facilitator: \_\_\_\_\_  
 Granting agency/Foundation/Firm: \_\_\_\_\_  
 Granting Agency Address: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Mailing Deadline: \_\_\_\_\_ Project Start Date: \_\_\_\_\_ Termination date: \_\_\_\_\_  
 Project Location: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

**Type of activity:**  Instruction/Education  Basic Research  Equipment  Economic Development  Other  
 Contract/grant  Gift/other contribution

Budget Revision (include copy of revised budget)  Renewal/Continuation (Acct. # \_\_\_\_\_)

Does the project involve: (check all that apply)

Laboratory Animals  Radionuclides  Human subjects  Hazardous Chemicals/Wastes  Recombinant DNA

**If answer is yes**, attach a copy of approval form(s) from respective committees.

Does the project make use of controlled substances?  yes  no If yes, do you have appropriate state & federal licensure?  yes  no

**BUDGET: Include cumulative budget information for the project duration.**

Category	Granting Agency		MSUM Cash Match		In-kind Match	
	% Time	\$ Amount	% Time	\$ Amount	% Time	\$ Amount
Project Director						
Faculty & Staff						
Students						
Equipment						
Travel						
Materials & Supplies						
Other						

**Resources:** Does the project need resources such as additional **space, furniture, renovations** of space, equipment, supplies etc. that will need to be furnished by the Department or University?  yes  no

**ONLY** if yes, complete the **Form for Resources**.

**Indirect Costs (Overhead):** Expected Amount \$ \_\_\_\_\_

**Distribution:** MSUM College of \_\_\_\_\_ : \$ \_\_\_\_\_ Project: \$ \_\_\_\_\_

\_\_\_\_\_  
Project Director Date

\_\_\_\_\_  
Grants Officer or Date  
Exec. Vice President of Alumni Foundation

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Vice President Date

\_\_\_\_\_  
Dean or Director Date

\_\_\_\_\_  
President Date

**BUSINESS OFFICE USE:** ACCOUNT NUMBER ASSIGNED \_\_\_\_\_

FORM REVISED 10/2004

## Form for Resources for Grants/Contracts

Name of Project Director: \_\_\_\_\_

Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

Please check all that is needed, answer the questions as best as you can and get your Dean or Vice President to approve. This form must be attached to the Approval Form.

Additional space. If yes, specify where and who did you consult about its availability.

Renovation of space. If yes, specify where and estimated costs.

Furniture. If yes, include details and estimated cost.

Other. Specify \_\_\_\_\_. Include details and estimated cost.

Divisional Dean or Vice President's comments and approval: