

Marshall University College of Science
Policy No. COS-Fac-08
External Grant and Contract Proposal Submission Guidelines

Effective Date: August 15, 2022

1.0 Before submitting a grant:

- 1.1 Familiarize yourself with the Marshall University Research Corporation's policies, procedures, and guidelines and in particular, the "Quick Start Guide: Overview of Grant and Contract Processes (PDF)". <https://www.marshall.edu/murc/policies-procedures-and-guidelines/>
- 1.2 Contact any applicable program officers or other responsible officials to gain insight to the process or the specific RFP that may not be available on any published document.
- 1.3 Talk with the chair of your department and with other colleagues to gather suggestions about external support in general, about experience with specific funders, and about institutional or departmental implications of your project.
- 1.4 Clear your project with the proper administrators, including your chair and the Dean, as early as possible.
- 1.5 In writing the proposal, you should seek the assistance of colleagues at the College and elsewhere. In addition, staff in MURC's pre-award office will be able to assist with reviewing, editing, developing a budget, and proofreading your proposal.

2.0 Internal Submission Deadlines

- 2.1 Begin routing the MURC ATS (authorization to submit) form as soon as you decide to apply and have a general plan. Budgets, cost share, and other related information can be preliminary at this stage, and should be updated as they are developed. Initiating the ATS form alerts applicable offices to the upcoming submission. Contact the MURC pre-award office for assistance.
- 2.2 All final proposals and letters of intent (LOIs) including full budgets and cost share information must be received by the MURC pre-award office three (3) business days prior to the sponsor's deadline
 - 2.2.1 This policy is designed to provide sufficient time for thoughtful consideration and review to ensure each proposal/LOI complies with all applicable policies and procedures prior to submission. MURC is the only office with delegated authority to submit project proposals to external funding agencies on behalf of the College of Science. Proposals and LOIs may not be submitted directly to any external agency without the prior approval of MURC and the Dean's office.
- 2.3 In signing and submitting proposals and LOIs to external agencies, the university is accepting fiduciary responsibility and confirming that the university is in compliance with applicable requirements and regulations. As a result, dedicated time to review proposals prior to submission is required to ensure they meet all requirements. This is designed to allow for review by the chair, dean, and pre-award office so that potential administrative, financial, or programmatic issues can be addressed prior to the submission deadline.

3.0 Administrative Support

- 3.1 The Principal Investigator(s) (PI) is/are responsible for administering all aspects of their grant (budget, paperwork, post-award, etc.), unless they have included administrative support costs in the budget.

4.0 Grant Expenditures/Overages

- 4.1 The PI(s) for an award is/are responsible for ensuring expenditures conform to the following:
 - 4.1.1 Expenditures must fall within the budgeted amount and follow any specific budget line-item maximums (i.e., personnel, fringe, equipment, travel, etc.).
 - 4.1.2 Expenditures must occur within the eligible period covered by the award.
- 4.2 The PI is responsible for all financial expenditures on sponsored research or other sponsored activities. If overspending occurs, the PI must find a source to cover the deficit.