



St. George's University

Policy on grant submissions and disbursement of funding awards

All documentation of intent to submit and the submission of full proposals for external funding will be processed through the Office of Research and adhere to the following guidelines.

Eligibility to submit a proposal for external funding

Any individual who holds the position of full time Assistant, Associate or full Professor can be a Principal Investigator (PI) and submit proposals for external funding with approval of their Department Chair. Individuals in the following categories are not eligible to be PI's unless they have a person in one of the above positions serving as co-PI and have written approval from the Office of Research: Part Time Faculty, Visiting Faculty, Adjunct Faculty, Instructor, Graduate Students, Non Faculty.

Office of Research support service

The Office of Research manages St. George's University external funding enterprise under the Panel on Research and Scholarly Activity and assists faculty in all stages of the grant process, from identifying a potential sponsor to closing out a project. The Office of Research provides assistance with agency application forms and guidelines, handles inquiries regarding institutional eligibility, funding sources, deadlines, and application procedures; conducts funding searches for faculty projects; maintains database of faculty research expertise; distributes funding announcements from various funding agencies.

Documentation of intent to submit a full proposal

Any documentation of intent to submit a full proposal to an external funding agency will be submitted by the grants coordinator through the Office of Research with the endorsement of the Director of Research. The PI will inform the grants coordinator of intent to submit at the point of project conceptualization. The grants coordinator will liaise with the PI to ensure a timely submission that adheres to funding agency and SGU requirements and specifications.

Full proposal submission

The PI will inform the Office of Research of intent to submit a full proposal to an external funding agency at the point of project conceptualization. This will ensure the proper organization and administration of the submission in an accurate and timely manner. The PI and the Office of Research will create a feasible timeline together and agree on administrative milestones with deadlines. If agreed deadlines are not adhered to, the proposal will not be submitted. The Office of Research will liaise with the PI to ensure a timely submission that adheres to funding agency and SGU requirements and specifications.

To eliminate document editing errors through email attachments, the IT department will ensure the timely creation of a shared folder with permissions set for all SGU faculty and staff involved in the submission process. This folder will contain all draft and final documents required for submission.

Research and Development (R&D) Committee

The Office of Research has established a Research and Development Committee (R&D) comprised of Provost, Director of Research, Chief Financial Officer, Director of IT, Director of Purchasing, and Facilities Manager that will ensure the facilities and administration of SGU are adequate to support the submitted research proposal if funded. This committee will meet on an *ad hoc* basis with 10 days notice required to meet, and 1 week allowed to review a proposal prior to meeting\ conference call.

Prior to submission to the agency for funding and to the R&D Committee for final approval, the full proposal will have three final peer reviews, must be approved by the PI's Department Chair, Dean/Director, Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) as appropriate. These approvals and documentation of same indicate the willingness and capability of the University to guarantee proper accountability and administration of funds. A PI's signature alone on grants and other agreements does not commit the University's resources and cannot be accepted in lieu of the above mentioned authorized institutional officials.

Award administration

The Office of Research will liaise with SGU CFO to ensure the agency terms and conditions are adhered to. The Office of Research will request the establishment of an account for funds disbursement, cost codes for FTE's and purchasing of equipment and travel, and will assist in the administrative financial management and accounting of the award. Other post-award assistance includes re-budgeting, no-cost extensions, travel, equipment purchases, miscellaneous donors accounts, temporary accounts, and any other transactions requiring institutional prior approval. The Office of Research and the CFO will agree on post award indirect costs that are tailored to the scope of the administrative burden of each grant. This fee can range from 0% to 20% of the total grant award. The Office of Research will assist faculty with closeout procedures upon expiration of a grant or contract.

Grant income and salaries

No faculty or staff member, regardless of base of appointment may get reimbursed for more than 100% effort in any given time period, without a special justification and permission. Dual compensation (SGU salary and funds from a grant) is a system whereby faculty can be approved for more than 100% effort if a grant is received. This approval must be obtained ahead of time from the staff members manager or the chair of the department in the case of a faculty member. Overload is paid by the grant to the University who then passes this on to the staff or faculty members on the grant.

The salaries of faculty and staff who are directly associated with SGU constitute appropriate direct costs in proportion to the time each expects to spend on a project. Grant funds may be used to augment the total salary of SGU faculty or staff under certain circumstances or they are replacement funds, releasing a percent of time of the regular employee to work on a funded project. Details of time to be spent on research or grant related activities must be defined in the Full Time Equivalency (FTE) within the contract of each employee. Unless specifically stated in a contract grant preparation and submission fall outside the time and compensation of grant related compensation.

Total salary augmentation

Prior to receipt of a grant an employee may negotiate with their chair or manager to request that within the grant application provision for a percentage of their time may be allocated to facilitate implementation of the grant which will result in a higher work load and compensation can be made from the grant. Salaries may therefore be augmented for those employees whose contracts stipulate that this is part of the conditions for their employment at SGU. The amount that may be written into a grant for salary augmentation must not exceed 20% of the employees salary ie 20% extra time on top of their normal duties. Such payments will then be made to the employee only upon successful receipt of the grant.

Salaries for working during the vacation time should be projected at the rate of one-tenth of the academic year salary for each month that they work in their vacations. Note that some agencies have restrictions on summer salaries. Permission to work on grant funded projects during vacation time must be approved as above.

Replacement funds

If a grant is received and an SGU employee wishes to or is required to work on the implementation of the grant for a set period of time then a percentage of the employees time may be set aside for this activity and the costs borne by the grant. In this instance the total salary of the employee may not change but the time and duties assigned to that employee may change. Such an arrangement must be at the discretion of the employees direct manager and chair of the department to which they are assigned. On completion of the grant the employee resumes their normal working status as before or as determined by the manager or chair of department.

Employment categories

Granting agencies will require the title of each position, the name and employment level of the person filling the position, possibly even a job description if the position is to be advertised. The reviewers also request the salary base per annum, the type of appointment (e.g., 10 or 12 months), and the level of effort to be spent on the project by each participant. Effort may be expressed either as a percentage or in terms of person months for salaried faculty, and in terms of hours for staff employees.

WINDREF

If funds are applied for through WINDREF and awarded to a SGU PI as a WINDREF Research Fellow, all sections above will be adhered to. Disbursements of funds will be managed by WINDREF with appropriate contracts for services in place to SGU for salary support, purchases, travel, and any indirect administrative costs.