



Grant Proposal Policies and Procedures

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I. Purpose of Grants

Keiser University encourages the efforts of faculty members and departments to secure external funding for research, special projects, and professional development opportunities that would support enhanced teaching, learning and campus projects underwritten by grants and contracts. Grant funds received from governmental agencies, corporations, and private foundations provide the University, its faculty, staff, students, and community with program opportunities not ordinarily funded by the University's budget.

The Vice Chancellor of Academic Affairs is Keiser University's representative, delegated coordinator, and liaison for all grant submissions by faculty and staff or campus departments. The Department of Academic Affairs serves as the University's central registration office for all grant applications and awards, including collaborative and subcontract grant awards. The Department of Academic Affairs maintains University records on these grant submissions, awards, renewals and reports. *Therefore, all grant applications must be submitted through the Department of Academic Affairs, and all renewal/continuation grants must be reviewed and recorded by this department before the Chancellor's signature is obtained and the renewal/continuation application is submitted to the awarding entity.*

II. University Grant Approval

Programs funded by grants involve the efforts of Keiser University faculty, administration, staff, and occasionally, students – as well as the use of University facilities and resources – in order to advance the mission of the University. Grants submitted through this process are considered to be awarded to Keiser University, not to individual faculty, staff or departments. Accordingly, the University has the responsibility of monitoring the grant process to assure that no proposal is submitted that would (a) impose budgetary or academic obligations on the University that it is not completely prepared to fulfill, or (b) endorse, support, or propose projects or research

that is inconsistent with its mission. *Therefore, all grant proposals for research, programs, projects, etc. must be approved by the appropriated University officials, including the Chancellor, before being submitted to a funding prospect.*

III. Work Performed in Grant Preparation and Execution

Work performed by the faculty or staff members in preparing grant proposals and in carrying out grant programs/research on behalf of Keiser University is considered to be part of the faculty/staff member's duties and responsibilities. Funds requested for salary reimbursement for time spent on a grant project must reflect the actual salaries of the individual faculty and staff involved.

At times, the University may enter into agreements with faculty or staff to provide additional compensation, time, or resources to assist them in developing grant proposals, implementing grant programs, or conducting research on behalf of the University.

IV. Ownership of Grant Products

Keiser University encourages research and scholarship and upholds the basic right of any individual within the University to write and publish. On work performed during the normal contract periods, all grant products (including copyrights and patents) shall be shared *equally* between Keiser University and the individual Project Director, unless otherwise specified in the grant, contract or research agreement. Any royalties or other revenues resulting from these grant products shall also be divided *equally* between Keiser University and the Project Director. The Chancellor shall determine how these funds will be used within the University.

At times, due to unusual circumstances, other arrangements for the division of the ownership of grant products and revenues may be made, but these arrangements must be made by the mutual agreement of all parties concerned and must be specified in advance, at the time of the grant submission.

V. Internal Proposal Approval Process/Responsibilities

- A. The Project Director (the person most closely involved with the proposed project) must complete a Keiser University internal "Grant Summary Form" and submit this document to the Campus President for approval. This form with required signatures from the Chancellor's Office should be completed before proceeding with the preparation of the grant proposal to ensure that the project is consistent with the University's mission and with the availability of University resources. *(This is especially critical when a grant award requires cost sharing or matching funds.)* For grant renewals, the "Grant Renewal Form" must be completed. The forms are available on the Keiser University portal.
- B. Upon completion of the grant proposal the Project Director will meet with his/her Campus President to gain approval of the grant proposal. The Project Manager and Campus

President will discuss the proposal with the Vice Chancellor of Finance to review the Project Budget and secure approval. *Any budget-relieving, Facilities and Administrative (Indirect) Costs Recovery and/or cost sharing funds must be identified and clearly stated in the Project Budget at this time.*

- C. The Vice Chancellor of Finance will forward the proposal, package of appropriate forms and the “Final Review Grant” signature page to the Vice Chancellor of Academic Affairs for review, who will subsequently inform the University administration of the proposal’s content, benefit to the University, consistency with the University mission, and all budgetary, academic and/or programmatic obligations contained in the grant. The “Final Review Grant Form” must be completed with the approving administrative signatures, including the Chancellors, prior submitting the grant proposal. The signatures verify that the Keiser University administration has approved these components of the grant. *Note: All proposals initiated by Keiser University faculty, staff and departments must have completed Grant Summary/Renewal and Final Review Grant Forms on file in the Academic Affairs Office. The University will not accept grant awards from proposals that were not approved prior to submission. A copy of approved proposals must also be sent to the Office of Research and Innovation.*

VI. Post-Award Responsibilities

The Project Director has the primary responsibility for managing the budget of the grant. The Vice Chancellor of Finance, along with the Accounting Department will assist the Project Director in setting up the grant budget accounts. Unless otherwise stipulated, the Project Director is accountable to his/her Campus President and Keiser University for managing the affairs grant.

The Project Manager is responsible for meeting the deadlines for all grant project reports required by the funding agency. The Department of Academic Affairs will be available to provide advice and editorial and other assistance, if requested. *A copy of all grant project reports must be forwarded to the Department of Academic Affairs and the Office of Research and Innovation.*

VII. Grant Conclusion or Terminating Responsibilities

When the grant is completed and the objectives of the grant or research award are accomplished, the Project Manager is responsible for taking such actions as may be necessary to bring an end to the grant or research project, assuming that no continuation is appropriate or sought. The Project Manager is responsible for (a) completing all summative assessment activities, (b) submitting all required end-of-project reports and records as may be required by the awarding agency, (c) ensuring that all financial obligations involved in the grant’s implementation have been satisfied and that no such obligations remain outstanding, (d) assisting in the auditing of the grant’s financial operations as necessary, (e) concluding such grant termination activities as may be required by Keiser University, including depositing copies of all grant documents, records, and financial statements with the Academic Affairs Department, and (f) submitting the Grant Termination Form and Grant Summary Report to the Keiser University system offices of Academic Affairs, Finance,

Public Relations/Advancement, and the President of the campus at which the Project Manager was employed. Failure to complete the steps necessary to conclude all responsibilities associated with the grant may expose the Project Manager to personal financial or other liabilities and /or penalties and will constitute a breach of all express or implied agreements, contracts, and relationships that may exist between the Project Manager and Keiser University, its officers, campuses, and personnel.