

## EXTERNAL GRANTS: PROMOTION AND ADMINISTRATION:

### Council of Deans

Minutes of the Meeting of January 22, 1997

Members present: J. Albers, R. Austensen, K. Carpenter, E. Gaffney, B. Hunter, R. Juneja, E. Luecke, C. Russell, F. Scales, M. Schwehn, and Al Trost.

1. The Council discussed the promotion and administration of external grants, specifically in light of the suggestions made by the Office of Institutional Advancement (OIA).
  - A. The Council members endorsed the idea of prioritizing their funding needs in consultation with the Office of the Provost, and then working with OIA to match these needs with funding opportunities available through corporations, foundations and other grant-giving agencies. The Council members need to be informed regarding the time-line for identifying and prioritizing fundable projects, as does the Provost's Office which will consult with OIA regarding the process and the time-line.
  - B. The Council has also compiled an inventory of the current grants so that Ms. Jean Sando and her office have full cognizance of these.
  - C. The Council agreed to promote the following steps in order to ensure quality of proposals being sent, with the following caveat: An elaborate process setting up protocols that can become hurdles will not be helpful. In all cases, we will not sacrifice flexibility, especially when deadlines are tight.
    - i. **Thus, the deans will ensure that OIA is fully informed of all grant activity**, and warmly welcome the help and support promised by the Office of Foundations and Corporations. But they do not desire to set up a protocol whereby working with that office would be a necessary precondition of all grant activity.
    - ii. **The Deans will ensure that, whenever possible, either the Provost's Office or OIA Corporations and Foundations will review the proposals for quality and completeness.**
    - iii. As in the past, all project budgets must be approved by the Business Office. **To ensure compliance, all grant applications will need to complete an internal cover page requiring the signatures of the dean, assistant provost, or librarian; the VP for Finance and Administration; and the Provost or Associate Provost.**

- iv. Also, barring exceptional circumstances, **grant proposals will provide a two-week turn-around period for approvals and signatures.** The deans must ensure that the Provost's Office is consulted in a timely way.
  - v. Whenever possible and appropriate, OIA Corporations and Foundations will work with proposal writers and foundation grant officers to create a climate of approval. If possible and advisable, proposals will be delivered personally by a representative of the University.
- D. While the recent departure of an administrator has caused a degree of hiatus with some grants, this situation is perceived as exceptional. The norm for our grants managed by academic units has been prompt filing of reports, and compliance with conditions, etc. They do not see the need of an elaborate tracking system. The Business Office has always monitored and administered the financial reporting quite effectively. Efficiency and seamlessness can be achieved if the person designated to oversee grants in the Business Office also be the person setting up a tracking system which will send reminders to ensure that all reports are filed in time. To ensure this, copies of grant agreements providing such deadlines should be made available to the Business Office.