

OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 20.2
Effective Date: 1/1/86

This document supercedes AP 20.2 dated 12/1/82, which is hereby rescinded.

SUBJECT: Grants and Contracts - Evaluation and Approval Procedures

PURPOSE

To establish the proper routing for all grants and contracts submitted by faculty and/or staff requesting external support for teaching, service, or research activities.

DEFINITIONS

1. External Support is any form of aid provided by an individual, group, or organization, either private or public, not affiliated with the UNO campus.
 2. Individual Authorized to Sign for the University is the Associate Dean for Research, the Graduate School, unless the funding source requires the signature of the Chancellor or System regulations require the signature of the President.
 3. Guide to Sponsored Research is a handbook available to all faculty and staff from the Office of Research in the Graduate School. It describes in detail the preparation of grant proposals and contracts, the review and approval procedures at UNO, the LSU System, and representative Federal agencies, and the administration of funds awarded by external sources.
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GENERAL POLICY

All grant or contract proposals must be approved by each division of the University that would be involved if the proposal were funded. Typically this will require that the Principal Investigator's Chairman and Dean as well as the Comptroller and the Associate Dean for Research, the Graduate School, review and approve the proposal before it leaves the UNO campus.

AUTHORITY

This document is issued in accordance with the President Woodin's Memorandum dated February 6, 1976, entitled "Procedure for Submitting Grant Applications and Contract Documents."

PROCEDURE

A new proposal will be routed as follows:

1. The Principal Investigator initiates transmittal of the proposal.
2. The Department Chairman, the College Dean and the Comptroller each must evaluate and approve the fiscal and administrative aspect of the proposal if it is to be forwarded to the Associate Dean for Research, the Graduate School.
3. The Associate Dean for Research, the Graduate School, must evaluate, approve and (normally) arrange to mail the proposal, if it is to be sent to an off-campus agency.
4. If the proposal requires new course offerings or a broad institutional commitment it must be evaluated and approved by the Vice Chancellor for Academic Affairs and Provost before it is mailed off campus. Further, a proposal involving multi-campus efforts, new matching state funds, or requests for funding in excess of \$500,000 per year must be evaluated and approved by the Vice Chancellor for Academic Affairs and Provost, the Chancellor, and the President of the LSU System if it is to be forwarded.
5. If a proposal to any agency or private foundation requires the specific signature of the Chancellor and/or the President, the proposal will be routed appropriately.
6. If anyone in the UNO routing disapproves a proposal, on other than fiscal or administrative grounds, he or she should forward the proposal, but with a written notice of objection. Proposals with such objections must have the approval of the Chancellor if they are to leave the campus.

Please check the [Guide to Sponsored Research](#) or contact the Associate Dean for Research, the Graduate School, for further information.

Cooper R. Mackin
Chancellor

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