



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Research and Economic
Development**

Policy No: AP-RE-01.2
**TITLE: Grants and Contracts –
Evaluation and Approval
Procedures**
EFFECTIVE DATE: February 14, 2014
CANCELLATION:
REVIEW DATE: Fall 2018

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.

AUTHORITY

University of Louisiana System Policy and Procedure Memorandum FB-IV.III.-1 (Private Grants and Federal Funds Authority); FB-IV.-6a (Guidelines for Approving an Affiliated Organization's Payments to or on Behalf of Employees); M-10 (Grant Applications/Contract Documents); M-15 (Authorizing Contracts Between the University and a Member of the Faculty, Research Staff, or Coaching Staff or a Company in which the Employee has an Interest Under Specified Circumstances).

DEFINITIONS

1. External Support is any form of aid to or through the university provided by an individual, group, or organization, either private or public, not affiliated with the UNO campus.
2. Individual Authorized to Sign proposals for the University is the Vice President for Research and Economic Development unless the funding source requires the signature of the President or System regulations require the signature of the President.
3. Policies and procedures are available to all faculty and staff from the Office of Research and Sponsored Programs on their website. It describes in detail the preparation of grant proposals and contracts, the review and approval procedures at UNO, the UL System, and representative Federal agencies, and the administration of funds awarded by external sources.

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 the approval of the Principal Investigator's Chairman and Dean, as well as, the Vice President for Research and Economic Development (or designee). Unusual routing situations will be determined on a case-by-case basis.

Proposals are reviewed and approved by the responsible parties prior to being submitted to a sponsor given that any award will be made to the university, not to an individual.

PROCEDURE

A new proposal will be routed as follows:

1. The Principal Investigator initiates UNO's internal routing form.
2. The Department Chairman and the College Dean each evaluates and approves the fiscal and administrative aspects of the proposal if it is to be forwarded to the Vice President for Research and Economic Development.
3. The Vice President for Research and Economic Development evaluates, approves and (normally) arranges to submit the proposal (via mail, on-line portal, or other modality required by the funding agency).
4. If the proposal requires new course offerings or a broad institutional commitment, it may be evaluated and approved by the Vice President for Academic Affairs and Provost before it is submitted.
5. If a proposal to any agency or private foundation requires the specific signature of the President and/or the Vice President for Business Affairs, the proposal will be routed appropriately by the Office of Research.
6. Anyone in the UNO internal routing can disapprove a proposal on fiscal, administrative or compliance grounds. The principal investigator can appeal the disapproval to the Vice President for Research and Economic Development, who will communicate with the relevant parties and make a final decision regarding whether or not the proposal will be submitted.

Please check the Office of Research and Sponsored Programs website or contact the Vice President for Research and Economic Development for further information.



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