

UAM OPERATING PROCEDURE 225.1

PROSPECTUS APPROVAL & COST REIMBURSEMENT

Any proposal for funding from external sources must be approved by completion of a grant and contract approval form which can be obtained from Finance and Administration. The grant and contract approval form will be initiated by the faculty or staff member who will write the proposal and then forward to the department for the proper approvals. The Dean/Director will then forward that form to the appropriate Vice Chancellor who will forward it to the Chancellor for final approval. The grant and contract approval form shall contain a description of the proposed project or activity. This may be accomplished through an attached draft or prospectus, of the proposed activity.

Facilities and administrative cost contained in the budget of the proposal shall be distributed in the following way: 2% of the project's receipts from external funding source will be retained by the University. One half of the remaining facilities and administrative costs within the budget will be returned to the originating department to be utilized at the discretion of the department head. Any unused balances will be carried forward from year to year.

For those proposals submitted to sponsoring entities that do not allow a facilities and administrative percentage charge to be included, the principle investigator will ensure that direct charges for costs incurred will be included in the proposal. These direct charges could include computer usage, custodial services, maintenance or equipment upkeep, etc. Other examples could be administrative charges for payroll processing, financial reporting, or accounts payable processing. These examples are not all inclusive.

Revised: January 27, 2020

Revised: July 1, 2011

Revised: July 1, 2005

September 1, 1993

Grant Prospectus Approval Form

Unit Originating Proposal

Date

Faculty/Staff Originating Proposal

Granting Agency

State Grant: _____ Federal Grant: _____

Name of Agency Program (if applicable) Attach Guidelines

Submission Deadline to Agency (Date)

Submit Form to appropriate person at

UAM 2 days prior to deadline

Approval will be sought from: Human Subject Committee

No _____

Yes _____

Animal Subject Committee _____

Type of Grant:

_____ Instructional Improvement _____ Research

_____ Matching Funds Required _____ Other

_____ Non-matching Grant

_____ Renewal: Yes _____ No _____

Starting Date: _____

Ending Date: _____

Submit To:

Grants.gov _____

Fastlane _____

Other: _____

Approx. amount to be requested

Amount of matching funds required

(percent or dollar amount)

Summary of Project: (1) major acquisitions or costs from grant, i.e., equipment, personnel, etc., (2) the basic significance of the proposal, (3) population to be served.

Name(s) and/or Position(s) of faculty or staff to be written into project:

Signature of Faculty/Staff

_____ I approve this concept.

_____ I do not approve this concept for the following reasons (attach brief memo)

Unit Head

Vice Chancellor/Executive Council Member

Copies to:
Unit Head
Faculty/Staff Originating Proposal
Finance/Admin -- Grants

Chancellor

UAM

Grant Proposal/Internal Review Form

1. Project Title: _____

2. Granting Agency Name and Address: _____

3. Proposal Abstract: _____

4. Date Proposal Due: _____

5. Prin Investigator Title: _____ School/Division: _____

Phone: _____ Email: _____

6. Co-P I: Title: _____ School/Division: _____

Phone: _____ Email: _____

7. Proposed Budget:	Year 1		Year 2		Year 3		Total
	Grant Funds	UAM In Kind/Cash	Grant Funds	UAM In-Kind/Cash	Grant Funds	UAM In-Kind/Cash	
Salaries and wages							\$0.00
Fringe Benefits							\$ -
Equipment							-
Supplies							-
Travel							-
Other Costs/CONTRACT							-
Total Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Cost Recovery							-
Other Cost Share							

8. Space and Equipment Needs

If yes, attach explanation.

Will space be required for office, equipment, etc?

YES NO

Will space alterations be required for office, equipment, etc?

YES NO

9. Academic/Administrative Program Changes

If yes, attach explanation.

Will this project involve the development of a new academic major, degree, or other?

YES NO

10. Will UAM have a continuing obligation after the grant expires?

If yes, attach explanation.

YES NO

11. Is this a collaborative grant?

YES NO

12. Compliance Review: Human Animal Other (Explain)

13. APPROVALS:		DATE
Principal Investigator(s)		
Dean/ Chair		
Dir, Grants and Contracts		
Dir of Information Technology		
V C for Acad Affairs		
VC for Finance		
Chancellor		

AA revised 1/2017