

Purpose: Brenau University actively seeks private and public grants in support of the University, its programs, its facilities, its students and its staff. The Office of Grants and Foundation Support (OGFS), a unit of the External Relations Office, coordinates the development and submission of grant applications and proposals on behalf of the University in order to protect the continuity of support for general institutional activities, ensure against multiple and competing grant requests to the same funding source, and ensure that measures are taken to safeguard institutional control over external funded activities, as required by SACS guidelines. All proposals for external funding must be related to the mission, goals, and programs of Brenau.

Faculty and staff members who wish to submit a proposal should contact the Office of Grants & Foundation Support (OGFS) at the conceptual stage and, using forms provided by the office, complete the following steps:

- Preliminary Grant Development:
 - Complete and submit form electronically to secure appropriate administrative approval from the School Dean and the Provost/VP for Academic Affairs (faculty), the appropriate vice president (staff), the VP for External Relations and the Executive VP & CFO. A copy should be provided to the Office of Grants & Foundation Support.

- Grant Development (Process Driven):
 - Consult with the Office of Grants & Foundation Support to standardize Institutional data/Boilerplate and to develop the grant project, craft the narrative and abstract, and prepare signed cover sheets.
 - Consult the Vice President for Financial Services for budget development
 - Obtain IRB/Animal use approvals (if appropriate).

- Grant Submission Requirements:
 - Obtain final budget and proposal approval from the Executive Vice President & CFO.
 - Obtain final sign-off by the School Dean and the Provost/VPAA (faculty) or appropriate vice president (staff).
 - Furnish digital or printed copy of final grant application to Office of Grants & Foundation Support at least 5 business days prior to due date.
 - Work with the Office of Grants & Foundation Support to obtain all needed signatures and final OGFS approval, to make needed copies (including one for OGFS), and to submit the electronic or printed document.

- Follow-up Procedures (After Grant Submittal)
 - Submit digital copy of Grant application to (1) Executive Vice President & CFO, (2) Vice President for Financial Services, (3) Provost/Vice President for Academic Affairs and (4) School Dean or appropriate Vice President.

 - If grant awarded: Send copy of notice of grant award to (1) Office of Grants & Foundation Support, (2) Provost/VPAA, (3) School Dean or appropriate department head, (4) Vice President for Financial Services.

 - The Office of Grants & Foundation Support will, in turn, provide notice of the grant award to (1) the President, (2) the Executive Vice President & CFO, (3) the Vice President for External Relations, (4) the Senior Vice President for Institutional Development, and (5) the Vice President for Communications & Publications.

- Receipt of Funds: Checks received should be sent to Office of External Relations, receipted and sent to the Accounting office. A copy of the check with accompanying documentation must be sent to the Vice President for Financial Services. Electronic funds transfers should be completed through Vice President for Financial Services.
- Plan for follow-up Reporting: Work through the Office of Grants & Foundation Support if funding source is a foundation, corporation or individual. If funding source is federal or state, the principal investigator is responsible for following required reporting, but the Office of Grants & Foundation Support and the Accounting Office can assist. Reporting or allocation and release of funds will be approved and monitored by the Vice President for Financial Services.
- Regardless of source of funds, a copy of interim and final reports should be sent to (1) the Office of Grants & Foundation Support, (2) the Provost/VPAA (faculty), (3) the School Dean or appropriate Vice President, and (4) the Vice President for Financial Services.