STANDARD POLICIES AND PROCEDURES

Category: Grants and Contracts  Subject: New Grant Submission or Reapplication Guidelines

Effective Date: 4/6/2005  Approved by: /s/ Richard W. Carroll

Revision Date: __________________

Richard W. Carroll, Ph.D.
Executive Director
Institute for Human Development
Arizona University Center on Disabilities

General Principles:

- All grants must be consistent with the IHD mission to support research and training in identified IHD priority areas.
- IHD gives preference to projects that are longer in term (3 years or longer) and are supported with funding of $100,000 or more.
- Grant proposals must specify any limits on allowances for indirect costs (designated by funding source).
  - Grant proposals for federal projects must use the university negotiated rate of 48.6% of salaries unless agency officially limits indirect to a lesser amount.
  - State or foundation grants without an indirect cost limitation are required to use 8% of total costs as an indirect cost rate.
- Grant proposals must be developed to support the full costs of the grant activities.
- Proposals that may require other IHD funds to support the costs of the project activities must be approved by the Executive Director before developing a final proposal.

Procedures for Submitting a New Grant Proposal

- Complete Grant Development Proposal form and submit to IHD Program Team/Grant Review Committee within six weeks of submission date.
- When approved Grant Development Proposal form is received, grantwriter/preparer shall:
  - Obtain all necessary forms, instructions and timelines and provide to the Assistant Director
  - Work with IHD Business Manager to develop the proposed budget and budget narrative
  - Provide Assistant Director with budget, budget narrative, and project narrative at least ten working days prior to the submission date
  - Assistant Director will submit to the Office of Grant and Contract Services a Proposal Approval Form, NAU Cost Sharing Identification and Approval Form, and required submission materials at least five working days before submission date.
  - Assistant Director will submit proposal to funding agency and distribute copies as appropriate.
Institute for Human Development

Grant Development Proposal Form

Funding Agency_________________________________ Amount______________________

Due Date___________________ Grant Period____________________

Purpose

Please answer the following:

1. What are project goals?

2. How will achieving these goals meet the IHD mission, values, and priorities?

3. What resources/personnel are needed to develop application? (Please describe)
   a. How will resources be utilized?

4. What resources/personnel are needed to implement project? (Please describe)
   a. How will resources be utilized?

5. Prepare and submit draft budget to include all project costs and source of funding.

DETERMINATION:

☑ Approved
☐ Not approved

Concerns, conditions/restrictions/reasons for non-approval

Signatures:

_______________________________
Committee Chair
Signature indicates his/her support of the project

_______________________________
Executive Director
Signature indicates his/her approval of the project and authorizes the grant team/writer to develop the grant proposal