



Grant Funding Guidelines and Procedures for Wingate University Faculty

Introduction

In a collaborative effort between the Office of the Provost and the Business Office, the Office of Advancement has outlined guidelines and procedures to assist Wingate University faculty interested in securing grant funds from external sources. Our goal is to develop a university culture that encourages, supports, and advances grant seeking and success.

To ensure that externally funded grants are related to the mission of the University, maximize success and avoid duplication of efforts, guarantee proper handling of awarded funds, and maintain accurate records, it is necessary that all applications to corporations, foundations, and other grant-making organizations be channeled through the Office of Advancement. Such grant applications include those to outside agencies for funds to support research, the purchase of equipment, and other projects or programs to be administered by the University.

Wingate University cannot accept federal, state, or local government funds or loans of any kind, including tax funds for faculty or student research projects. We are the recipient of a grant from the Andersen Foundation that prohibits these types of funding.

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Procedures for the Preparation of Proposals and Launch of Grant-supported Projects

- a. A faculty grant applicant should first consult with the department chair, program director, or assistant dean to alert them of the intention to apply for external grant funding and to determine whether any aspects of the proposed project could impede other functions in the department. The faculty grant applicant will then complete the [Faculty Approval Form to Apply for Grant Funding](#). The department chair, program director, or assistant dean will sign the form and forward to the appropriate parties to approve the request.

- b. After all required signatures have been obtained, the Office of Advancement will return the approved form to the faculty grant applicant. The applicant may then proceed with the preparation of an application in consideration of the terms, conditions, funding limitations and other restrictions of the funding organization and Wingate University. The Office of Advancement will assist the applicant in preparing the application, developing strategies for the project budget, understanding compliance regulations, and providing other kinds of requested technical assistance.
- c. When the application is complete, the applicant should forward one copy of the proposal packet (draft narrative, final cover sheet, final budget pages, other signature pages) to the department chair, program director, or assistant dean for review and approval. The applicant should then forward the approved proposal packet to the Office of Advancement to conduct a final review of the application for compliance with the guidelines of the funding organization, suitability to the academic and programmatic mission of Wingate University, and project budget consistency with University fiscal standards. **The applicant should initiate this final review process with Office of Advancement personnel preferably not less than 14 days before the application or proposal deadline.** The Office of Advancement will inform the grant applicant as soon as the final review has been completed.
- d. Unless Office of Advancement personnel must submit the application, the Office of Advancement will assist the faculty applicant in mailing or otherwise submitting the approved final application to the funding organization.
- e. If the original budget must be renegotiated with the funding organization prior to final award, the applicant must consult with the department chair, program director, or assistant dean and the Office of Advancement before submitting the revised budget to the funding organization. Such revisions may be subject to review/approval by the Business Office or Senior Officers.
- f. When the final award letter is received, the grant recipient should send a copy of the letter to the Office of Advancement and the Business Office to establish a grant budget in the University's accounting system. From that point forward, the grant recipient should work directly with Business Office on all financial transactions and financial reports.
- g. Grant recipients should carefully review their fiduciary responsibilities for program reports and financial reports to the sponsoring organization as outlined in the award letter. The timeliness and quality of those reports may affect both the faculty member's and the institution's ability to secure further support from the funding organization. The grant recipient should send a copy of all program reports and financial reports to the Office of Advancement for review prior to

submitting to the funding organization. **The grant recipient should initiate the report review process with Office of Advancement personnel preferably not less than 14 days before the program report or financial report deadline.**

- h. Unless Office of Advancement personnel must submit the program report or financial report, the Office of Advancement will assist the faculty applicant in mailing or otherwise submitting the approved program report or financial report to the funding organization.
- i. When a grant application has been declined by the funding organization, the Office of Advancement must also be notified, and copies of the rejection letter must be included in the grant file.

This series of pre-award and post-award procedures does not preclude informal discussion of project plans at any time between the applicant and other faculty colleagues and administrative officers of the University.