**Interdepartmental Procedures for Processing Foundation or Industry Funding**

**Proposal Submissions**

*Initial Contact – Advancement*

1. Determine if Gift or Grant (checklist)– if uncertain send to External Funding Committee

2. If Gift – Advancement processes. No coordination with ORSP required.

3. If Grant – Determine if Advancement or ORSP will submit proposal

4. If Advancement submits proposal:

a. Advancement works with PI on proposal

b. Advancement notifies ORSP Administrator of proposal – provide base info

c. ORSP contacts PI and requests a PRA form submitted to ORSP

d. Advancement submits proposal

e. Advancement sends ORSP Administrator copy of proposal

f. ORSP enters proposal into Banner

5. If ORSP submits proposal:

a. Advancement notifies PI and ORSP that ORSP will submit proposal

b. ORSP Administrator contacts PI and obtains base information

c. Advancement works with PI as necessary on proposal

d. ORSP processes proposal under ORSP Proposal Submission Policy

e. ORSP submits proposal and sends Advancement a copy if requested

f. ORSP enters proposal into Banner

*Initial Contact – ORSP*

1. Determine if Gift of Grant (checklist) – if uncertain send to External Funding Committee

2. If Gift – Notify Advancement and send any documents.

a. Advancement contacts PI

b. Advancement processes. No coordination with ORSP required

3. If Grant – Notify Advancement for determination if Advancement or ORSP submits

4. If Advancement submits proposal:

a. ORSP Admin notifies PI that Advancement will submit

b. Advancement contacts PI and works with PI on proposal

c. ORSP contacts PI and requests a PRA form submitted to ORSP

d. Advancement submits proposal

e. Advancement sends ORSP Administrator copy of proposal

f. ORSP enters proposal into Banner

5. If ORSP submits proposal:

a. ORSP Administrator contacts PI and obtains base information

b. Advancement works with PI as necessary on proposal

c. ORSP processes proposal under ORSP Proposal Submission Policy

d. ORSP submits proposal and sends Advancement a copy if requested

g. ORSP enters proposal into Banner

**Award Acceptance and Administration**

1. If not done during proposal, determine if Gift or Grant (checklist)

2. If Gift – Advancement processes. No coordination with ORSP required.

3. If Grant – ORSP processes and administers

a. If Advancement receives send to ORSP to receipt and process

b. Determine any reporting requiring Advancement

- If ORSP receives, contact Advancement to review

c. ORSP completes set up checklist and conducts meeting

- Advancement should attend if responsible for any reporting

d. ORSP to provide Advancement report of all new Foundation/Industry grants

- Quarterly

- Provide all award documents

**External Funding Committee**

1. External Funding Committee will make grant/gift determinations when uncertain

2. External Funding Committee comprised of three members:

a. ORSP Director – Chair

b. Asst. VP of Development

c. Center of Professional Development Rep or Director of Shared Services

Members will designate replacements in event of absence

3. Requests for determinations will be sent to the committee chair

- Include checklist and any applicable documents for decision

4. Chair will forward to the other members of the committee

5. Each member will recommend determination and return to the chair

- If recommendation is not unanimous chair will set up time for discussion

- Decision will be returned within 5 business days

6. Chair will notify the following of the decision by returned approved checklist:

- Committee

- Dir Foundation Relations

- Dir of Sponsored Programs

- ORSP Project Administrator