



**Idaho State
University**

POLICIES AND PROCEDURES

Submitting Proposals and Accepting Awards for External Funds

ISUPP 7100

POLICY INFORMATION

Policy Section: *Research*

Policy Title: *Submitting Proposals and Accepting Awards for External Funds*

Responsible Executive (RE): *Vice President for Research*

Sponsoring Organization (SO): *Office for Research*

Dates: Effective Date: *January 12, 2015*

Revised: *February 23, 2018*

Review Date: *February 2023*

I. INTRODUCTION

Proposals and awards for grants and/or contracts to external funding sources are REQUIRED to be routed through the Office for Research for University approval, before submission. All proposals to external funding sources are submitted by Idaho State University (ISU or University) on behalf of the Principal Investigator and thus, require University approval. (See ISUPP 1060).

II. POLICY STATEMENT

As an institution of higher education, ISU applies for, receives, and spends federal grants and contracts. ISU agrees to abide by federal policies and regulations such as the Office of Management and Budget Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Idaho State Board of Education (SBOE) also requires policies and procedures outlining the proposal submission, award acceptance, and project administration process. (Section III.J.) To comply with federal and state requirements, this policy sets forth the procedures and practices on submission and acceptance of proposals and awards for external funds. This policy runs in coordination with ISUPP 1060 *Contract Approval and Execution*.

III. AUTHORITY AND RESPONSIBILITIES

The authority for this policy comes from the SBOE. The University President is the authorized official for ISU and has delegated the authority to administer this policy to the Vice President of Research (VPR). Therefore, the VPR's signature is the authorized signature for the submission of proposals and acceptance of awards. The Office of Sponsored Programs & Support shall be responsible for the day-to-day administration of procedures related to the policy. All ISU faculty and staff submitting proposals for external funds shall be responsible to follow this policy and all procedures associated with it.

IV. PROCEDURES TO IMPLEMENT

Procedures for the submission of proposals for grants and/or contracts and the acceptance of awards can be found at <https://www.isu.edu/research/osp/preparing-submitting-proposals/>.