

## **Guidelines For Submitting Requests For External Funding For Special Projects**

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Original available at [www.cas.unt.edu/faculty/policies/guidelinesforsubmittingrequests.doc](http://www.cas.unt.edu/faculty/policies/guidelinesforsubmittingrequests.doc)

If you are asking the federal government, the state government, a corporation, a not-for-profit agency, a foundation or an individual for funds, **and if you are promising to do very specific things with the money**, then these are the steps you should follow:

1. Proposals and related budgets should be written, reviewed and approved on campus **before** being formally presented to an outside party.

The Research Services website has information and all the necessary forms online.

The Research Administrators are experts in processing the UNT paperwork and sometimes have insights into particular agencies or funding programs. Let them help you.

Your chairperson or experienced faculty colleagues can give you advice on writing proposals or dealing with agencies. They might have a contact person. They might even review your proposal in advance and make valuable suggestions to improve it before you submit it.

Some external funds can be counted as both grants and gifts. This is especially true if you writing to a foundation or an individual, and are promising to do some very specific things with the money. You'll need to visit with both Research Services and Advancement on these types of proposals.

2. Your proposal will have to be accompanied by certain forms.

Routing Form (new improved version on the website)

Budget Builder (with lots of built-in calculations to help you)

Other forms and approvals depending upon the type of project

Projects involving research with animals

Projects involving research with humans

Projects that use hazardous materials of some kind

And others

You will need to reveal if you have any conflict of interest, financial or otherwise.

You might have specific forms that the agency, corporation, foundation requires you to complete or they may want some documents attached that you don't have access to; like the UNT tax ID number or an annual financial report.

You might want to ask the Vice President for Research for some equipment money and, of course, there is a form for that.

3. You might need some help.

Research Administrators can help with the on-line forms or with building a budget.

If it is a grant that might also be a gift, Stan Walker in the CAS Dean's Office can provide advice and information about the foundation, corporation or individual you want to contact about a grant/gift. There is also a person in Advancement who can help you and Stan write these specific kinds of proposals.

If academic course credit is involved, the Registrar or Graduate School may have suggestions.

4. You need various people to review your proposed project and approve it.

The chairperson's signature means (to the Dean) that this is a worthy proposal, that it is the kind of project you should be doing, and that he or she supports its submission and your future work on it, if funded.

The Assistant Dean's primary responsibility is to review the budget and any commitments of space, time or money being promised and she completes her review within 24 hours. She is not a disciplinary expert in all 20+ disciplines represented in CAS, but she has been reading a wide variety of proposals for many years and is looking for certain kinds of things as she reads. Her approval on a grant proposal means that she has an understanding of what resources are required and confirms that they are, or will be available.

The Vice President for Research will review any requests for equipment money and some other issues that only he can decide.

If your project involves a formal contract, Legal Services will review it and the Vice President for Finance and Business Affairs will sign his approval. If it is a contract to provide academic services, the Provost will also review and approve it.

The Research Administrator helping you and the Associate Vice Provost for Research review for, among other things, compliance issues, legal issues, final processing and submission.

5. If your proposal is funded, Grant Accounting will step in and provide assistance to you.

They will open the award account number for you. And if you don't already have your own indirects account, they will open one of those, also.

They will provide training on managing accounts.

They will review and approve all purchases and payroll to insure that they are in-line with what was promised in the original proposal and budget.

They will assist if the agency that funds your activity asks for a final financial report or sends an auditor.

They will close your account when the project is completed and, if there are residuals that can legally be given to you, they will process that transaction.

We hope that this overview of the process has been helpful and that you will talk to your chairperson, the dean's office, or one of the Research Administrators if you have questions.