

## **Grant Application and Administration Procedure: Administration of Applied Research and Innovation**

1. The Director of Applied Research and Innovation, with the support of the Research Services Office, is responsible for providing financial oversight, budget administration and reporting for the College's Applied Research and Innovation (ARI) activities including:
  - Liaising with the Finance Department to establish research accounts and maintain auditable records;
  - Validating research expenditures against approved budgets on a schedule that is in accordance with the Granting Agency's policies, reporting deviations from proposed activities and/or budgets to Granting Agencies, and ensuring that signing authority for expenditures is consistent with the Granting Agency's guidelines;
  - Tracking cash and in-kind contributions of the College, Granting Agencies, and ARI Partners;
  - Reporting on the progress and financial status of ARI projects with support from the Principal Investigator; and
  - Maintaining records of all ARI activities, funds received and distributed.
2. ARI proposals must align with the College strategic plan and School/Department operational plans.
3. A notice of intent to submit a grant application must be submitted to the Director, Applied Research and Innovation a minimum of two weeks in advance of the Granting Agency deadline.
4. ARI grant applications must be submitted to and approved by the Director of Applied Research and Innovation a minimum of one week in advance of the granting agency deadline. It is recognized funding deadlines are sometimes discovered late and/or require tight submission deadlines; in such cases, the Director will work with ARI personnel outside of this deadline if/as schedules allow.
5. ARI grant applications shall be submitted by the Director, Applied Research and Innovation as the senior administrator appointed by the President to administer grants on behalf of the institution.
6. In cases where the funding program requires an individual to serve as the grant applicant, research personnel will be required to complete a Grant Holder Delegation of Signing Authority Form.
7. Research personnel are required to sign IP Assignment Forms, Non-Disclosure Agreements, Confidentiality Agreements, Grant Holder Delegation of Signing Authority Forms, and / or other relevant documentation as required by the College.

**Procedures**

8. Research personnel will support timely submission of required information for agreements and reports to Granting Agencies.
9. Research personnel are required to track and report time spent on projects as directed by the Department Head or Director in alignment with Research Services Office deadlines.