



POLICY

Grant Applications and Management

Policy Administrator: Director of Grants Development

Authority: N.J.S.A. 18A: 64-6

Effective Date: June 9, 1982; February 16, 2011

Index Cross-References: [Procedure 1090: Institutional Grant Application and Management](#)

Policy File Number: I-98

Approved By: Board of Trustees

POLICY:

- A. Final Applications to external funding sources (e.g. governmental agencies, private and corporate foundations) requesting financial assistance in the form of grants, or contracted support require advance written approval from the Office of the President, in all instances where such financial assistance involves the use of the university or state name and/or commits the University in any way to the support of the project.
- B. Preliminary Applications to external funding sources -- though not requiring formal advance approval from the Office of the President -- must nevertheless be fully coordinated in advance through the University's Grants Office.
- C. The President or his designee must approve all applications for external funding as described above. Additionally, the President or his designee must formally accept all project monies as described above in the name of the University, prior to their implementation, and must certify compliance with regulatory requirements, including proper expenditure of funds, where such certification is required by the funding agency.

- D. Applications for individual research and professional development grants (e.g. from the NEA, NEH, Guggenheim Foundation) which do not require a prior commitment of special resources or facilities from the University are exempt from A and B above. However, such exemption does not imply any advance commitment on the part of the University to released time, use of facilities and resources, or leaves of absence. All requests for released time, use of facilities and resources, or leaves of absence should follow A and B above.

Approval History:

	Date
Board of Trustees	2/16/11