



## The College at Brockport Campus Process for External Grant Submissions to Funders

*Effective Date: February 20, 2015*

*Revised: April 1, 2016*

### **Prior to submission of application:**

- A) Any faculty/staff applying for awards, contracts, grants, sub-awards, agreements, external fellowships, travel grants, or *any* external funding must obtain campus review and approval prior to submission.
- B) The applicant is The Research Foundation for SUNY (exceptions may be fellows and travel grants dependent on the guidelines—contact the Scholar and Grants Development Office for determination).
- C) The submission process must be coordinated through the Scholar and Grants Development Office, who will review the guidelines, application and completion of the required forms (such as application, sponsor forms, fellowship, etc.). A Course Release or Course Buy-out being funding by external funds, must go through Laura Merkl at The Research Foundation for approval and a formal letter agreement according to the Course Buy-out Policy. The Research Foundation will review the budget guidelines and assist with the budget, budget narrative, and complete budget forms.
- D) The Campus Impact Statement will be prepared by The Research Foundation after the applicant provides a copy of the funding agency's guidelines and after the budget has been approved by Research Foundation and the PI. (Please contact the office for assistance in formulating a draft.) Fringe benefits and administrative costs must be requested in addition to salary costs. If administrative costs are not permitted per guidelines, the cost will be included in the college contribution on the campus impact form. Fringes that are unallowable on fellowships will also be included as college contribution.
- E) The Research Foundation will, after preparing the Campus Impact Statement, obtain required campus administrative signatures. Required signatures include the PI, Department Chair, Dean and signature of the VP for Administration and Finance or AVP for Finance and Management, who also serve as The Research Foundation Operations Manager and Deputy Operations Manager respectively. In addition, the Provost will sign all the Campus Impact Statements pertaining to fellowships.
- F) The Scholar and Grants Development Office will submit the application or inform the applicant that their application can be submitted (dependent on application type and sponsor), with a copy sent to The Research Foundation.
- G) All submissions for external funds will be recorded in the Grants Development annual report distributed to the campus.

### **After award is made by funder:**

- A) All paperwork received by the funder should be sent to The Research Foundation for SUNY for completion and coordination of signature(s). This includes notice of award, terms and conditions, contracts/agreements/MOUs. *Please do not sign any paperwork.*
- B) Checks from funder should be made out to: The Research Foundation for SUNY
- C) Contact person to receive checks: Ms. Laura Merkl, Contract and Grant Administrator, The Research Foundation for SUNY at The College at Brockport.

- D) Funds will be accessed through The Research Foundation for SUNY. The Research Foundation will contact you with the award number, specific terms of the award, report dates and processes. Departments will access funds to pay adjuncts through their normal department accounts working with their Dean's and the Provost's offices. Funds for adjuncts will be transferred from The Research Foundation to Campus Budget Office.
- E) Paperwork to be completed to hire adjuncts as replacements for faculty with course releases is the normal institutional paperwork.

Please contact Justine Briggs, Scholar and Grants Development Coordinator, at (585) 395-5118 or [jabriggs@brockport.edu](mailto:jabriggs@brockport.edu) for all submissions. Please contact Laura Merkl, Contract and Grant Administrator, at (585) 395-2444 or [lmerkl@brockport.edu](mailto:lmerkl@brockport.edu) for budget review and assistance.