

**Office of Research and Sponsored Programs Authority to Submit Proposals  
for External Funding of Research and Other Scholarly Activities**

**Policy RSP.VC.100.001**

**Changes approved by University Review Board on January 30, 2012**

**Summary/Purpose:** Proposals for sponsored programs are coordinated by the Office of Research and Sponsored Programs; includes definition of a grant or contract, as distinct from a gift.

Sponsored programs (defined as grants and contracts) are projects supported by non-university (external) funds that are awarded as a result of an application submitted to a potential sponsor by the University on behalf of a faculty or staff member. Sponsored programs typically include one or more of the following: formal sponsor application guidelines; restrictions on the use of funds; a specific and limited program period; specified performance or outcomes; specified use of program outcomes or data; required fiscal and/or programmatic reports.

All applications and proposals for all sponsored programs at the University must be coordinated with the Office of Research and Sponsored Programs (ORSP) and submitted by the University on behalf of university faculty, staff, or students. Rationale: awards are made to the University rather than directly to employees or students, and, therefore, the University has legal responsibility for ensuring all federal, state, and University regulations are met in execution of the project, including use of funds. *"All applications and proposals" includes Letters of Intent, Concept Papers, White Papers, Preliminary Proposals, Draft Proposals, or any other material submitted to an external sponsor or potential sponsor which notifies the sponsor of intent to submit a proposal or provides draft material that might lead to a proposal. All such materials must be coordinated through the ORSP regardless of whether the sponsor or potential sponsor requires institutional approval of the material.*

The Office of University Development is responsible for gifts, which are defined as funding that meets the following criteria: (1) the potential sponsor/donor designates the funding as a gift in the application instructions, 2) no financial or programmatic reports are required by the donor, 3) there is no specified performance or outcome, and 3) all intellectual property rights resulting from the use of the funds will be owned by the University. The ORSP will assist the faculty/staff member and Office of University Development on such applications. Faculty or staff wishing to approach a private Foundation or Corporation about funding opportunities (i.e., an unsolicited application for funding) should notify the ORSP, which will determine if the funding opportunity constitutes a gift or a grant.