

Routing of Sponsored Programs Documents at Alcorn State University

Scope

This policy applies to all Alcorn State University faculty, staff and students involved in the development or submission of documents related to externally funded sponsored programs.

Policy Statement

It is the policy of Alcorn State University that all formal proposals and documents related to externally funded sponsored programs be properly routed through the department, school and the appropriate campus offices before any commitments are made.

Reason for Policy

This policy is to provide direction to prevent unauthorized commitments of institutional resources and for the proper routing of documents related to externally funded sponsored programs.

Procedures

Proposals, pre-proposals and other documents to external agencies requesting funds and/or committing University resources (e.g. personnel, space, funds, equipment, etc.) must be reviewed, approved and signed by an authorized University official.

The ORSP Proposal routing form document is used to obtain this approval. This ORSP document summarizes significant administrative contents of a sponsored program request, indicates special needs, and assures concurrence by the project director's department, school or unit administration. The document can be accessed through the Sponsored Programs webpage.

A routing form is required for any of the following:

- New proposal or pre-proposal
- Renewal proposal – not previously committed such as competing renewal/continuation
- Supplemental funds (including income over budget)
- Budget revision to either an active project or pending proposal where any of the following conditions apply:
 - Increase in funding or cost share
 - Adding a subcontract or significantly increasing the amount of an existing subcontract (greater than 25% of the original subcontract amount or any increase over \$25,000, which ever is smaller)
- Any request requiring prior approval from the funding agency, prior to the request taking effect.
- Change of Project Director or Co-Project Director
- Transfer grant
- Termination of award
- Amendment to decrease award

Approvers include the submitting unit and all collaborating units, the dean or administrative unit head for each, and administrative offices.

A routing form is NOT required for any of the following. However, administrative review by ORSP is required prior to submission to the agency.

- Budget revisions with no increase in funds or cost share commitment whether or not an institutional signature is required
- Time extensions
- Change in submitting ASU organization.
 - A memo requesting the change should be initiated by the project director and approved by the department Chairs and Deans of both the original unit and the new submitting unit.

For miscellaneous documents, contact ORSP.