

<b>Policy Number/Title:</b>	2.4.04 Grants
<b>Effective Since:</b>	04/01/2023
<b>Last Revision Approved:</b>	04/01/2023
<b>Responsible Office:</b>	Grants and Sponsored Research Development; Academic Affairs

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### **1. Scope:**

Full-time, active faculty, staff, and graduate students with faculty mentor

### **2. Definitions:**

This section is intentionally left blank.

### **3. Policy:**

External grant applications are administered through the Office of Grants and Sponsored Research Development (GSRD). They must be accompanied by the Grant Authorization Form and approved by the appropriate department chair and dean as well as the Chief Academic Officer and Chief Financial Officer if a certain budget threshold is exceeded. Federal sponsor applications are submitted by the GSRD whereas most state and private sponsor applications are submitted by the principal investigator. For the internal grants process, see the Research Council policy.

### **4. Procedures:**

Guidelines for proposal preparation and submission are available at the Grants Office website at <http://www.winthrop.edu/grants/>.

### **5. Resources:**

Guides and tutorials are located on the GSRD website at <https://www.winthrop.edu/grants/>. Also, information including IDC and fringe benefits rates, Tax ID number, DUNS number, and other pertinent facts needed for applications are located on the Grants Office home page.



All application submission and other forms are located at <https://www.winthrop.edu/grants/forms.aspx>.

**6. History of Revisions:**

04/01/2023	Minor Revisions
04/20/2021	Minor Revisions
06/01/2020	Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: