

Policy Revision Checklist for Policy #

1. Start Group preparing the revision

2. To Legal Affairs and Strategic Planning
Request the Word version of a policy.

3. To Initiating Authority of the Policy
Provost
Vice President for Student Affairs
Director of Affirmative Action
Vice President for Finance and Administration
Executive Director for University Advancement
Inform the Initiating Authority of the request to revise the policy.

4. To Group preparing the revision
Revise the policy following policy 0:001 for format.

5. If the policy is academic, then

To Faculty Senate Executive Committee
Review the policy.

To Faculty Senate
Vote on the policy.

To Deans' Council
Vote on the policy.

To Academic Council
Vote on the policy.

6. To Legal Affairs and Strategic Planning
Prepare the policy for the next Policy Committee meeting.

7. To University Policy Committee
First Reading
Review the policy.
Second reading
Review an academic policy for information.
Vote on implementation, revision, or revocation of a non-academic policy.

8. To Legal Affairs and Strategic Planning
If the policy is approved, prepare the policy for the President to approve and sign.

9. To President
Approve and sign the policy.
Reject the revision.
Return the policy to Step 4 (or to Faculty Senate Executive Committee) for final revision.

10. To Legal Affairs and Strategic Planning
Post the policy to the web, send an electronic copy to the library, post it in The Gov, and keep the original on file along with any back-up material.

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Comment [s1]:

Eliminate entire policy. Faculty will submit a simple "Intent to Apply" form online which can be sent to both GSR and their appropriate Department Chair and/or Academic Dean.

Policy Number: 7:001	Supersedes Policy Number: n/a
Date: April 26, 2006	Dated: n/a
Subject: Grants Pre-Proposal Approval Policy	Mandatory Review Date: April 26, 2011
Initiating Authority: Director, Office of Grants and Sponsored Research	TBR Policy/Guideline Reference: n/a
Approved: President: signature on file	

~~Before any staff or faculty member applies to an external agency for an award or contract, he/she first must obtain official authorization to proceed with the preparation of any formal proposal on behalf of or as an affiliate of the University.~~

~~Grants and contracts utilizing Austin Peay State University personnel, equipment or facilities are accepted in the name of the University as an institution of higher education; therefore, individuals are not authorized to apply for or accept grants or contracts on behalf of the University. The University president or his/her designee is the sole APSU official authorized to approve proposals for submission to potential sponsors, accept grants/awards or endorse contracts on behalf of the University.~~

~~Any faculty or staff member wishing to submit a formal proposal first should complete the "Preliminary Grant Proposal Authorization Form" (Attachment A) and submit it to the Office of Grants and Sponsored Research. The "Preliminary Grant Proposal Authorization Form" (Attachment A) is not required for projects submitted to the Office of Grants and Sponsored Research with a total award of no more than \$1,000.00. For projects requesting no more than \$1,000.00, approval by both the Department Chair and the Office of Grants and Sponsored Research is required.~~

~~Staff in the Office of Grants and Sponsored Research will review the submission and, if necessary, clarify any questions or issues with the applicant. Once the request is completed, the Office of Grants and Sponsored Research will sign and route it through the appropriate administrative authorities, to include chair, dean, vice president of finance and administration, provost and president.~~

~~This procedure is critical in the grant-seeking process. It:~~

- ~~• encourages recommendations from reviewers that may strengthen the proposal~~
- ~~• aligns external applications with the mission and goals of the University's strategic plan~~
- ~~• saves time and effort~~

- ~~ensures that the proposal does not conflict with any existing University commitment or endeavor~~
- ~~eliminates duplication~~
- ~~keeps everyone informed and engaged~~
- ~~creates an opportunity for external activities to be planned in a manner that enhances existing University programming~~
- ~~facilitates partnerships and collaborations, both programmatically and financially, for complementary endeavors~~

~~When the “Preliminary Grant Proposal Authorization Form” (Attachment A) has been approved or declined, the applicant will be notified. If approved, the applicant can begin preparation of the formal proposal. (Reference Policy # 7:002).~~

~~Any questions should be directed to the Office of Grants and Sponsored Research.~~

**AUSTIN PEAY STATE UNIVERSITY
PRELIMINARY GRANT PROPOSAL AUTHORIZATION FORM**

Date: _____

Name of Grant Writer or Principal Investigator: _____

Department: _____

Name of Grant Sponsor: _____

Category of Funding Source: Federal
 State
 Private/Foundation
 Other

Estimated amount of Grant Funding Requested: \$_____

Is the college required to provide matching funds (cash/in kind) Yes No
If **yes**, please describe the matching requirement: _____

Would this project require hiring new employees? Yes No
Would this project require release time? Yes No

Would this grant require additional space or renovations? Yes No

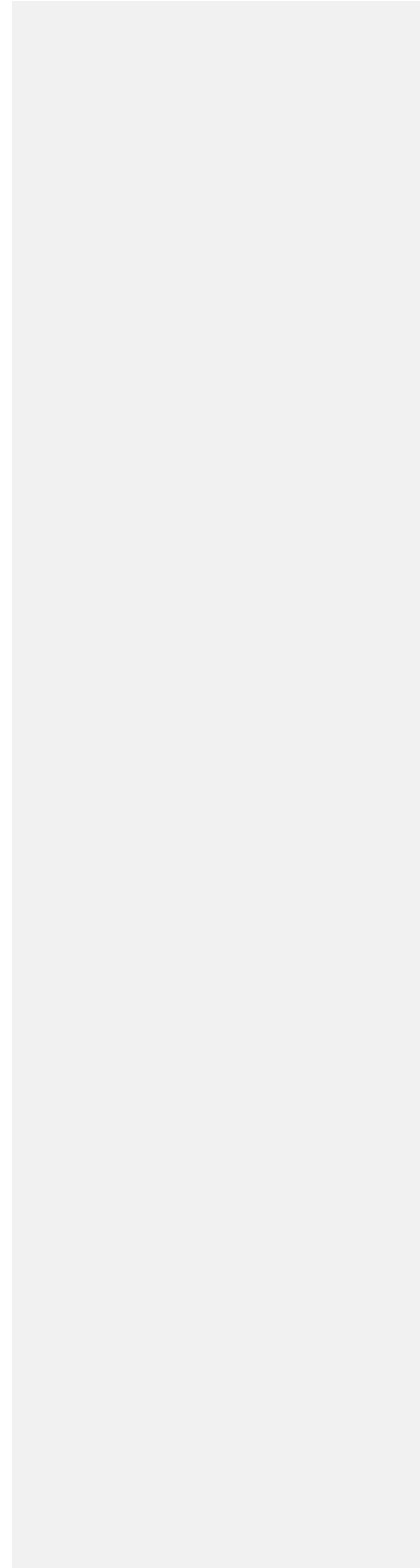
Indirect Costs

Will you be requesting a waiver? Yes No
Does the sponsor have a specified rate? Yes No
If **yes** to either, please explain: _____

Would this grant proposal include a subcontract? Yes No
If **yes**, please explain: _____

Is this project interdisciplinary? Yes No
If **yes**, what other departments will be involved? _____

Project Title: _____



Brief summary of project: _____

If funded, how will this grant further APSU's mission and goals?

What is the proposal deadline? _____

Applicant

Signatures:

Department Chair/Director

