College of Arts and Letters' Principals and Policies for Sponsored Research Grant Submissions

1. The Dean, Associate Deans, Department Chairs and Directors, and College Business Office staff, in collaboration with the Division of Research, are committed to facilitating the successful submission of grant applications in a timely manner. The Dean and Chair have the ultimate authority on allocation of College resources, facilities and faculty assignments.

2. Faculty researchers will do the best they can to identify grant opportunities as early as possible and communicate with the responsible parties on the attached flow chart so that the submission process can go as smoothly as possible.

3. For FAU grant process overview, see
   http://www.fau.edu/research/sponsoredprogs/spawards.php

4. For Arts and Letters grant process timeline and process, see
   http://www.fau.edu/artsandletters/research/Copy%20of%20ArtsandLettersGrantApplicationProcessOutline.pdf

5. For forms needed in pre and post grant processes, see
   http://www.fau.edu/research/forms.php?expanddiv=sponsoredprogs

6. Research design is the purview of the faculty investigator. The College will do its best to meet reasonable requests and provide support to the extent possible.

7. The College allocates faculty resources to grants in relationship to the work plan submitted by the faculty investigator and to the scope of that work in relationship to the faculty researcher's annual assignment, the grant's goals and objectives, and the programmatic needs of the department.

8. All budgetary considerations, including effort calculations and distributions, cost share allocations, course buyouts or releases, RA assignments, subcontractor agreements, and facilities commitments, **are to be determined during Step 2 meetings**. Once established, and accepted by the Chair, the agreed upon allocations should be <u>confirmed in writing</u> with copy to all parties. Substantive changes to this agreement (cost share, course releases, GTA assignments, etc.) should be made with written consent of the Chair. For time and effort calculator, see http://www.fau.edu/research/sponsoredprogs/index.php (left hand side column)

9. It is recommended that PIs and collaborators review Sponsored Programs' policies and procedures guidelines: http://www.fau.edu/research/policies.php?expanddiv=sponsoredprogs

10. A three-credit course is equivalent to 25% of faculty time for cost share and buyout purposes. For comprehensive FAU cost share policies, see
    http://www.fau.edu/research/docs/policies/researchacct/cost_share_policy.pdf

11. The grant submission process's suggested deadlines assume appropriate lead time. In the event of a shorter lead time, all parties will try to expedite the submission process to the best of their abilities. Division of Research requires a minimum of **five business days** prior to grant submission deadline to receive approved proposal and pre-award documentation.
    http://www.fau.edu/research/docs/policies/sponsoredprogs/proposal_subm_policy.pdf

12. The mock peer review of the application is aspirational and may not be achievable in all instances; depends on peer availability and lead time before deadlines. This step will be facilitated by Sponsored Programs in consultation with the PI.