Barry University

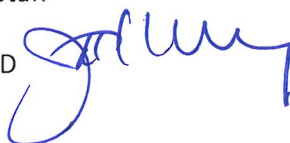Division of Academic Affairs

May 1, 2017

To: Barry Faculty & Staff

From: John Murray, PhD
        Provost

Subject: Grants & Sponsored Programs (GSP) & Financial Grants Management (FGM) –
         Restructure May 1, 2017

Because Barry accepts external dollars for sponsored programs, we have put in place a dedicated staff of professionals who are responsible for pre- and post-award processing. Housed within the Provost Office and reporting to me is the grant team; pre-award consisting of Sandra Mancuso (full-time) and Emily Betz (part-time), and post-award, Mercy Cazco, Audra Bartram, and Alicia McNally (all full-time)

The purpose of this memo is to clarify processes and procedures related to the submission of proposals and post-award processing. Our primary goal is to obtain external funding that supports Barry's mission. External dollars bring prestige to the institution, satisfaction and notability to the PI (Principal Investigators), and financial resources to the University that it could not obtain merely through tuition revenue.

To achieve this goal, my intention is to utilize all Barry resources efficiently so that the University will garner the highest return for the efforts expended.

Questions for Any Proposal:
Any proposal submitted from Barry University should address the following questions:

1) What purpose will the funding serve for Barry University?

2) If awarded, would the funds relieve expenditures that are currently in the University's operational or capital budgets? The answer to this question does not always have to be yes. However it is important to point out that many awards are not accompanied by dollars that support the administrative and infrastructural costs necessary to run the project.

For this reason, the University needs to carefully review all potential funders. If by accepting an award, the University must take on additional costs and/or administrative burdens, then it may not be cost-effective to accept the award. Examples of these costs or administrative burdens include: a) not providing funds for indirect cost recovery (facilities and administrative costs); b) requiring the university to provide matching funds both in-kind or cash, or c) requiring the university to do a specific single audit on how the awarded dollars have been spent (the cost of an audit can range from $1,000 to $10,000).

In sum, any 'additional costs' associated with an award must be weighed against the benefits of the award. If Barry must incur "costs" to accept an award, then the PI must be prepared to provide a clear rationale for why the proposal should be submitted. Furthermore, the PI may be asked to identify in their budgets the funds for these costs for the required matching costs.

In an effort to utilize resources effectively in a time when staff have been reduced, procedures for sponsored program management are revised to the following as of May 1, 2017.

REVISED PROCEDURES FOR PROPOSALS

<u>**SPONSORED PROGRAM APPROVALS**</u> –All potential applications must **be approved** at least 30 calendar days in advance of a submission deadline. Approval Process steps are below and summarized in the attached flowchart:

1. Send the message (below) to your Dean (for faculty)/Vice President (for staff not in a college or school) and <u>please attach the program solicitation</u>. Use the below table and insert information.

   Dear Dean/Vice President: Your approval is requested for an application to the _____ (Fill in funding agency name).

PI Information:	Fill in Your Name
Sponsor Agency:	Fill in Agency Name
Program Name/Solicitation:	Fill in Program/solicitation Name
Project Start and End Date:	Fill in Start-End Dates
Requested Amount:	Potential Amount you may apply for
Match/Cost Sharing Amount:	Required Cost Sharing
Facilities & Administrative Costs:	Rate of recovery
Students Supported:	Type & Number of Students that will be supported
Brief Description of the Request:	Brief Outline

2. The Dean/Vice President approves the sponsored program application by forwarding the email to grants@barry.edu . Approval must occur at least **30 Calendar days prior to the application deadline**. This internal deadline is in place to ensure that the proposal may be prepared and reviewed accurately.

3. GSP will inform the PI whether the proposal has been approved or not. If approval is granted, GSP will then reach out to the PI to schedule a meeting to develop a budget so that potential applications may be approved by the Provost.

4. The Provost will provide approval for each potential application or reach out to the Dean for further discussion.

5. Once Provost's approval is received, GSP will meet with the project director and work with you to develop the Final application. The Department of Grants and Sponsored Programs will continue to support the applications that are approved to move forward. This support includes: a) the development of the budget, b) University specific information, and c) Internal Letters of Support.

SUBMISSION of APPLICATIONS – Consistent with current procedures, all proposals for external funding must be submitted through GSP. Note: The Board of Trustees has authorized Sister Linda to approve all requests for external funding, and Sister has authorized the Provost to do this task. Grants and Sponsored Programs, oversees the University's mechanism for proposal processing and works to facilitate all approved applications for on-time submissions. Seeking this prior approval is a required University Policy and as such the University reserves the right to pull-back or decline proposals/awards that did not receive prior Provost approval.

Note: For those agencies that have an on-line application, the current procedure, GSP registers the University and works with the PI for development of the application, will continue.

IDENTIFYING POTENTIAL FUNDERS – GSP has always been available to assist faculty and staff with searching for funding sources. Despite limitations in staffing, this practice will continue (with modifications). Please utilize the following suggestions for getting started on a funding source search:

A) Review the list of private funders on the GSP website for agencies priorities/preferences which may provide funding for your project:
   a. Private Agencies
      i. http://www.barry.edu/department-of-grant-programs/funding-opportunities/private-opportunities.html
   b. Government Agencies
      i. http://www.barry.edu/department-of-grant-programs/funding-opportunities/government-opportunities.html
B) Consult with colleagues who are doing similar work and see what agencies they reference as providing support.
C) Search sites of some larger universities that have additional resources to look for potential funders:
   a. Stanford University
      i. https://cfr.stanford.edu/faculty/finding-opportunities/rfps
   b. Loyola University
      i. http://www.loyola.edu/department/orsp/funding-sources/external-funding
D) Other additional resources to look for potential funders:
   a. Miami-Dade County's website
      i. http://miamidade.gov/wps/portal/Main/grants
   b. Grant Forward – free trial
      i. https://www.grantforward.com/index

FINAL GRANT APPLICATION SUBMISSION TIME. To ensure a timely, error-free submissions- *FINAL grant applications must be completed and submitted to GSP **at least five (5) working days prior to the sponsor deadline. This rule will be followed without exceptions.** <u>**GSP cannot guarantee submissions of any applications that miss this internal deadline.**</u>*

FINACIAL GRANTS MANAGEMENT (FGM)- The Financial Grants Management Team is charged with oversight for all sponsored programs that the University accepts. FGM works with Barry's General Counsel to attain final award documents and internal signatures. Please note that Sue Rosenthal is the designated signature for sponsored program contracts in which Barry University will be the recipient of funds.

FGM works with program directors/principal investigators to set up the sponsored program awards in Workday, 1) working with GSP and the PI for a final internal approved budget and 2) to have Workday access given to the PI for the fund number. FGM, having reviewed with the PI the needed personnel for the project works with Human Resources to setup payroll for the sponsored program.

The /PI will be able to review all charges to the sponsored program in reports that have been created in Workday, Barry's financial management software.

All of the above has been reviewed with the Deans and ECA. I look forward to working with you to strengthen Barry's external support. Should you have any questions please feel free to contact Mercy Cazco, Sandra Mancuso or myself.

Thank you for your continued support in helping Barry grow sponsored programs and support the academic mission of our Institution.