

**Before initiating a proposal with Foundation Relations or Sponsored Programs, it is recommended that the PI speak with his/her chair, director or dean of college about the proposed project.**

### **Kent State University policy regarding grants/external funding:**

Proposals submitted by faculty/staff/students on behalf of Kent State University must be consistent with the mission of the university and must be suitable to the unit in which the project is to be conducted. A proposal is a formal offer by the university to conduct a program under the direction of the principal investigator/project director who does so utilizing personnel and facilities of the university. Therefore, projects must comply both with university policies and external sponsor regulations. Authority for proposal submission resides in Sponsored Programs where the authorized organizational representative (AOR) or his/her designee is the legal signatory on submissions.

### **To ensure a successful submission, please be advised of the following internal deadlines:**

#### **• 10+ business days before a grant proposal deadline or ASAP:**

- Contact the Office of Sponsored Programs or Foundation Relations (see Pre-Award Grant Process at KSU) with your intent to apply.
- Review proposal guidelines.
- Provide information for budget development.

#### **• 5+ business days before a grant proposal deadline:**

- Complete your tasks in Kualii, Kent State's online grants management system.
- Ensure co-PIs or Key Personnel complete their tasks in Kualii.
- Finalize budget.
- Provide documents required for submission.

#### **• 2+ business days before deadline:**

- Finalize all required documents.
- If applicable, log into agency system to view submitted proposal or complete final review of documents.

#### **\* If applicable and required in advance by funder, PI should submit IACUC or IRB forms through the review process, which can take up to 6 weeks:**

- IACUC Process: <https://www.kent.edu/research/office-research-compliance/overview-iacuc-process>
- IRB Process: <https://www.kent.edu/research/office-research-compliance/approval-timelines-and-irb-process>
- Once obtained, PI will send IACUC and/or IRB approval to Sponsored Programs.

**Do you have a funder identified for your project?**

Yes

No

Funder is a Private Foundation

Funder is a Public Funder  
(state entity, federal entity, professional society, etc.)

Funder is a Business/ Corporation or Corporate Foundation

Contact Foundation Relations  
([www.kent.edu/foundation](http://www.kent.edu/foundation)) to submit a research request for funders

Contact Sponsored Programs  
(Diana Skok @ [dskok@kent.edu](mailto:dskok@kent.edu))

Contact Corporate Relations  
(Terry Robinson @ [trobin44@kent.edu](mailto:trobin44@kent.edu))

PIVOT:  
<https://pivot.proquest.com>

Contact Foundation Relations  
([www.kent.edu/foundation](http://www.kent.edu/foundation))

Before initiating a proposal, it is recommended that the PI speak with his/her chair, director or dean of college about the proposed project and any commitment needed from the university.

## Private Funder

Lead: Foundation Relations (with Sponsored Programs)  
Contact Benjamin Tipton at [btipton@kent.edu](mailto:btipton@kent.edu)

### 1 Meet & Discuss Project

The Principal Investigator (PI) and Foundation Relations meet to further discuss and develop the project.

### 2 Connect with Funder

Foundation Relations contacts the funder to:

- Gather information for funding process, priorities, and establish or cultivate a relationship.
- Discuss project fit & obtain grant guidelines and application materials for the PI.

### 3 First Draft of Proposal

PI writes a first draft of the proposal narrative and shares it with Foundation Relations for editing and review of required information.

### 4 Budget Development & Kual

A record is created in Kual, Kent State's online grants management system.

A Sponsored Programs administrator is assigned to assist with budget development and requests the list of potential expenses for the budget from the PI.

The PI completes the required information in Kual.

### 5 IACUC & IRB Approval

If applicable and required in advance by the funder, PI submits IACUC and/or IRB forms through the review processes:

- IACUC Process: <https://www.kent.edu/research/office-research-compliance/overview-iacuc-process>
- IRB Process: <https://www.kent.edu/research/office-research-compliance/approval-timelines-and-irb-process>

Once obtained, PI sends IACUC and/or IRB approval to Sponsored Programs.

### 6 Internal Approvals

Once the budget is complete, it is circulated via Kual by Sponsored Programs with a draft of the proposal for internal approvals by college/school/department leadership.

### 7 Finalize & Submit Proposal

Once the Kual record is approved internally, Foundation Relations submits all finalized proposal documents.

### 8 Funding Decision

Outcome of funding decision is shared with all parties (Foundation Relations, PI, Sponsored Programs).

## Public Funder

Lead: Sponsored Programs  
Contact Diana Skok at [dskok@kent.edu](mailto:dskok@kent.edu)

### 1 Discuss Project & Timeline

The Principal Investigator (PI) contacts Sponsored Programs to initiate the project, discuss expectations for each stakeholder, and set internal deadlines.

A Sponsored Programs administrator is assigned to assist with budget development.

### 2 Connect with Funder

If stipulated or encouraged by the funder, PI contacts the funder to discuss the project idea and fit.

### 3 Abstract and Budget Wish List

PI submits a brief abstract (overview) of project and list of potential expenses for the budget, to be developed by Sponsored Programs.

### 4 Budget Development & Kual

A record is created in Kual, Kent State's online grants management system.

The PI completes the required information in Kual.

### 5 IRB & IACUC Approval

If applicable and required in advance by the funder, PI submits IACUC and/or IRB forms through the review processes:

- IACUC Process: <https://www.kent.edu/research/office-research-compliance/overview-iacuc-process>
- IRB Process: <https://www.kent.edu/research/office-research-compliance/approval-timelines-and-irb-process>

Once obtained, PI sends IACUC and/or IRB approval to Sponsored Programs.

### 6 Internal Approvals

Once the budget is complete, it is circulated via Kual by Sponsored Programs with the project summary/abstract (or a draft of the proposal if no summary/abstract) for internal approvals by college/school/department leadership.

### 7 Finalize & Submit Proposal

Once the Kual record is approved internally, Sponsored Programs submits all finalized proposal documents.

### 8 Funding Decision

Outcome of funding decision is shared with all parties (PI and Sponsored Programs).

## 1 Private Funder

Lead: Foundation Relations (with Sponsored Programs)

**PI and Foundation Relations Receive Notification of Award**

## 1 Public Funder

Lead: Sponsored Programs

**PI and Sponsored Programs Receive Notification of Award**

## 2 Review of Grant Agreement/Contract by Sponsored Programs & Legal

If needed, negotiations for changes to grant agreement/contract will be facilitated by Foundation Relations (private) or Sponsored Programs (public).

If applicable and not required in advance by funder, PI should submit IACUC and/or IRB forms through the review processes:

- IACUC Process: <https://www.kent.edu/research/office-research-compliance/overview-iacuc-process>
- IRB Process: <https://www.kent.edu/research/office-research-compliance/approval-timelines-and-irb-process>

This process may take up to 6 weeks. Once obtained, PI will send IACUC and/or IRB approval to Sponsored Programs.  
Special Note: A grant index will not be established in Banner for the award until IACUC approval is obtained.

## 3 Spending Plan Developed by Sponsored Programs

When the grant agreement/contract is finalized, a Spending Plan will be developed by Sponsored Programs.  
If the grant is awarded at a lesser amount, Sponsored Programs will work with the PI to adjust the Spending Plan to the new budget amount.

## 4 Grants Accounting Establishes Grant Index

Grants Accounting will establish a new grant index in Banner specifically for the grant award.  
A Grant Accountant will be assigned to oversee the grant index and produce financial statements according to the grant's reporting requirements.

## 5 Spending Plan Distributed to PI and All Key Project Personnel

The assigned Grant Accountant will send the Spending Plan and grant index number via email to the PI and his/her department's support staff responsible for assisting with administration of the grant.

**\*\*\*The PI is responsible for monitoring all expenditures associated with the grant budget.**

## 6 Identify Department Support Staff Responsible for Assisting with Grant Award

PI will connect with his/her department's support staff who will be assisting with administration of the grant award.

## 7 (Optional): Overview of Post-award Grant Administration

If the PI would like a phone conference to discuss administration of the grant, the PI will contact Beverly Robertson ([brobert1@kent.edu](mailto:brobert1@kent.edu)) in Sponsored Programs.

## 8 (If Needed by PI): Request for Budget Revisions

During the course of a grant period, a budget revision may be needed.

If so, the PI will work with his/her support staff to review expenditures, identify revisions, and identify the process for requesting funder's approval of a budget revision.  
Budget revisions will be facilitated through Foundation Relations (private grants) or Sponsored Programs (public grants).

## 9 (If Needed by PI): Request for No-cost Extension (NCE)

If a no-cost extension to the grant is needed to extend the project beyond the established end date, the PI will work with his/her support staff to request the NCE (if it is possible).  
Requests for NCEs will be facilitated through Foundation Relations (private grants) or Sponsored Programs (public grants).

## 10 Grant Report Requirements Tracked by Foundation Relations (Private) and Sponsored Programs (Public)

**Private:** Foundation Relations will coordinate private grant report deadlines and requirements with the PI and Grant Accountant in advance.

Most reports to private funders will be submitted by Foundation Relations.

**Public:** Sponsored Programs will coordinate public grant report deadlines and requirements with the PI and Grant Accountant in advance.

Most reports to public funders will be submitted by the PI.

## 11 Final: Grant Close-out

The PI will follow the reporting process in Step 10 to submit the final report.

The assigned Grant Accountant will send an email with the close-out checklist.