SUNY Cobleskill

Grants and Sponsored Programs
Grant Submission and Management Policies

1. The Office of Grants and Sponsored Programs' objectives are to: 1) assist faculty and staff in identifying grant opportunities; 2) assist faculty and staff in preparing grant applications and budgets; and 3) assist faculty and staff in post-award management of funded projects.

2. All grants submitted to a sponsor on behalf of SUNY Cobleskill must identify a Project Director/Principal Investigator responsible for programmatic and fiscal management of the grant project if funded.

3. When allowable by the grant sponsor, grants submitted on behalf of SUNY Cobleskill should include funds to support a Project Director or Principal Investigator to manage grant activities. Financial support could be used for course release, extra-service, or summer salary.

4. Indirect recovery. Applicants are expected to recover the full allowable indirect from a sponsor. When allowable by the sponsor, grants must include indirect cost recovery at an 8% minimum.

5. Faculty or staff interested in pursuing a grant opportunity must obtain signed authorization from the appropriate Department Chair/Supervisor, Dean and/or VP and Director of Grants and Sponsored programs.

6. Grant proposal materials must be received by the Office of Grants and Sponsored Programs at least **one week** before the sponsor due date.   Grant proposal materials will be forwarded to the College Provost (and/or appropriate VP) for internal review.

7. Project Directors/Principal Investigators must agree to participate in SUNY Research Foundation training in the following subject areas:
   a. Fiscal management and procurement
   b. Reporting
   c. Effort reporting
   d. Human Resource requirements

   These training requirements can be fulfilled by attesting to having read and understood the RF PI Handbook.

8. Grants and Sponsored Program staff *may* assist faculty and staff in writing a grant narrative, however, the proposed Project Director/Principal Investigator must assume overall responsibility for grant application content, including the narrative.

9. The policies governing post-award administration are those adopted and approved by the Research Foundation for SUNY. These include, but are not limited to: Conflict of Interest, Responsible Conduct of Research, Extra Service, Code of Conduct, Discrimination, Effort Reporting, Employee Orientation and Eligibility, Export Controls, Fraud and Whistleblower Policy, Indirect Cost Recovery, Nepotism, Patents and Inventions, Procurement, Records Access and Management, Risk Tolerance, Sexual Harassment, Social Media and Time Reporting. The full list of SUNY RF policies can be found at www.rfsuny.org.