Guidelines for Grants and Contracts Provided to and Received by Alabama A&M Affiliated Staff and/or Alabama Cooperative Extension System Employees Working within and/or on behalf of the Urban Affairs and New Nontraditional Programs Unit

To ensure that externally funded grants and contracts are related to the mission of Alabama A&M University, to maximize the utilization and efficiency of resources in preparing grant applications for submission, to provide for an appropriate sense of balance between grant/contract activity and grantsmanship instruction, to make certain that funds are properly appropriated, and to maintain detailed records; it is necessary that all grant applications to sponsoring foundations, corporations, and government agencies be submitted through the Office of Grants Management within the Alabama Cooperative Extension Systems Urban Affairs and New Nontraditional Programs Unit.

Pre-Award Activities

1. The 1890 Administrator, Extension Specialist, or Extension Assistant Director, (whichever is the immediate supervisor), and Grants Administrator in the Office of Grants Management, must be notified of all intentions to submit a grant proposal at least thirty (30) days prior to the grant submission deadline. This will a) ensure that all grants and contracts are related to the mission of Alabama A&M University, b) maximize the utilization of the Alabama Cooperative Extension Systems resources in preparing applications for external funding, and c) help to avoid duplication or competing for funds from the same sponsoring agencies. (See Grant Process Chart)

2. Once the letter of intent to submit a grant proposal has been approved by the 1890 Administrator, the Grants Administrator will submit a letter of intent to submit a proposal to Legal assistants on staff and to the Office of Grants and Contracts for Alabama A&M University (AAMU).

3. The Grants Administrator will consult with applicants on the technical aspects of the grant application procedure.

4. The budget component of all grants must be reviewed by and have the approval of the Financial Analyst on staff.

5. The Grants Administrator will assist in the final editing of grant applications to make certain that all applications are consistent and complete.

6. Prior to submission, all grants must have the final signature of the 1890 Administrator.

7. The Grants Administrator will function as a liaison to ensure that all concerns of the sponsoring agency and the University are satisfied before submitting the completed grant application.

8. The Grants Administrator will submit the grant proposal to the Office of Grants and Contracts for Alabama A&M University. Note: Final grant proposals must be submitted to the Alabama A&M University Grants and Contracts Office, no later than 10 business days before the submission deadline. This will ensure that the grant is up to par with University standards and properly submitted within a timely fashion. No staff/faculty member may submit his or her own proposal. Grants submitted with less than the required 10 day lead will run the risk of not being processed through the Alabama A&M University’s Grants and Contracts Office.
9. A copy of all proposals must be filed with the Grants Administrator and the Financial Analyst.

10. The grant recipient will inform the Grants Administrator in writing of all negotiations with funding agencies and of announcement of grant awards. Copies of all award letters and terms of agreements must also be provided to the Grants Administrator.

11. When a grant has been declined, the PI must also notify and provide copies of the rejection letter, along with any review/feedback provided by the funding agency to the Grants Administrator.

12. The Grants Administrator will be responsible for keeping a file of all grants submitted by Alabama Cooperative Extension Systems Urban Affairs and New Nontraditional Unit staff/faculty.

Post Award Activities

1. Upon notification of a grant award, PI will establish files and reporting procedures with the Grants Administrator and Budget/Financial Analyst. Copies of all awards documents must be maintained by the Grants Management Office, Fiscal Analyst, and the Fiscal Coordinators office.

2. The Budget/Financial Analyst will assist PI with completing the necessary documents to establish an account with the University so PI can access and monitor budget expenditures.

3. The Budget/Financial Analyst will work with the PI to ensure that all required fiscal and narrative reports/evaluation results, are sent to the sponsoring agency and that the grant is properly “closed out” with the University.

Adopted September 2009