

SUBJECT: Grants and Sponsored Programs

Authority and Guidelines

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2 LSU Eunice was established in 1964 by the Louisiana Legislature through act RS 17:1521 and
3 is a two-year campus of the Louisiana State University System. The State Constitution of 1974
4 Article VIII section 7-A identifies the Board of Supervisors as the management board of the
5 Louisiana State University System. Since its establishment, the LSU Board of Supervisors has
6 had the specific legal authority over LSU Eunice as indicated by [Part 1, Article I section C-4 of](#)
7 [the LSU Board of Supervisors Bylaws and Regulations 2008](#).

8
9 LSU Eunice sets policies and procedures relating to grant development and management
10 guided by documents of the LSU System. The Bylaws & Regulations, [Part II, Chapter VI Gifts](#)
11 [and Grants](#) outlines terms and conditions that apply to acquiring gifts and grants by all units of
12 the System. Acquisition of gifts and grants is encouraged according to this regulation:
13 “Instruction and research are so inseparable and essential to the highest efficiency of a
14 university that the University System looks with favor upon acceptable proposals for research
15 and related contracts with State and Federal agencies and with private individuals and
16 corporations.”

17
18 Two Permanent Memoranda of the LSU System discuss topics relating to grant development.
19 PM 10: Indirect Cost Allowances on Grants and Contracts relays System policy relating to
20 indirect cost rates to be charged on grants. [PM 27](#): Policy on Placement of Sponsored
21 Agreements relays additional information relating to authority for external funds received. [PM](#)
22 [27](#) requires that all sponsored agreements (federal, state, and private) obtained by University
23 employees be awarded to the University.

Control of Externally Funded Programs

24
25 All monies, programs, and intellectual property (PS 59) acquired by faculty or staff of Louisiana
26 State University Eunice that uses the University name, the official University title for the
27 applicant, that requires use of state and/or University property, involves employee time and
28 effort, or includes student participation remains at all times within the full control of the
29 University. [PM 27](#) states that, “Effective immediately, it is the policy of this University that all
30 sponsored agreements (federal, state, and private) obtained by University employees be
31 awarded to the University.” Accordingly, grants submitted by faculty or staff of LSU Eunice must
32 be awarded to the University with the knowledge of LSU Eunice administrators and with final
33 approval provided by the University Chancellor. A copy of the required Routing Form for grants
34 submitted by LSU Eunice is available as an attachment to this policy.

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37 Further, proposed projects must be consistent with University, Division, and Program visions
38 and missions. Although the primary mission of LSU Eunice is teaching, individuals who choose
39 to conduct research are encouraged to pursue grant funding. Examples of grant purposes
40 include (but are not limited to):

- 41 • promoting teaching excellence
- 42 • enhancing learning opportunities for students

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- 43 • acquiring cutting edge technology for teaching labs
- 44 • professional development
- 45 • curriculum development
- 46 • demonstration and model projects
- 47 • incorporating current computer software and applications in the processes of
- 48 administration, teaching, learning, and assessment.
- 49

Grant Management

51 The Principal Investigator, program/project manager, or otherwise designated grant
52 director/coordinator (hereafter referred to as the PI/PD) maintains responsibility for execution of
53 the grant work plan according to the agreed-upon timeline. Other responsibilities include budget
54 management, including ordering of all supplies and equipment; timely progress and financial
55 reports, as specified in the grant contract; development or supervision of the development of
56 deliverables; formative and summative program evaluation activities; and initiation of any
57 contract amendments or extensions of the original timeline necessary for successful completion
58 of the project. When a project incorporates an outside evaluator, the PI/PD serves as liaison
59 between the University project staff and the evaluator.

60
61 When a grant is awarded to the University, funding entities will provide a contract that can be
62 negotiated based on the level of funding offered. In instances where a separate contract is not
63 developed, the original proposal (or mutually agreed upon amended proposal) becomes a
64 binding contract that guides the implementation and management of the grant award. The
65 University is legally bound to adhere to the terms of the contract or the original or amended
66 grant. The Grants Office is the official repository of all funded grants.

Expenditure and Management of External Funds

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68
69 The University and the PI/PD are bound by the policies of the federal, state, or private grant
70 maker relating to the use of grant funds. Examples of relevant policies and guidelines that may
71 apply depending on funding source are:

- 72 1. OMB Circular A-21: Cost Principles for Educational Institutions (OMB refers to the
73 Federal Office of Management and Budget)
- 74 2. OMB Circular A-110: Uniform Administrative Requirements for Grants & Agreements
75 with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- 76 3. OMB Circular A-133: Audits of Institutions of Higher Education and Other Non-Profit
77 Organizations
- 78 4. Education Department General Administrative Regulations (EDGAR). These
79 administrative regulations relate to grants funded by the U.S. Department of Education
80 and reference 34 CFR Parts 74 through 99. (CFR refers to the Code of Federal
81 Regulations).
- 82 5. Additional cost principles or administrative guidelines published by a U.S. federal agency
83 or department that awards a grant may be more (but not less) restrictive than the above
84 OMB circulars.

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- 85 6. Policies published by the Board of Regents or other state entity that grants funds, for
86 example:
- 87 a. Individual policies for various grants published on the Board of Regents web
88 space
 - 89 b. RFPs or contracts published by the Board of Regents that incorporate policies
90 relating to individual sources of funds (see the Board of Regents, Office of
91 Sponsored Projects)
 - 92 c. RFPs and funding manuals published by the Louisiana Community & Technical
93 College System for state grant programs managed by that entity (for example,
94 Rapid Response and Carl E. Perkins Career & Technical Education grants)
- 95 7. Policies and guidelines provided by private funding sources, such as private foundations,
96 corporate foundations, or other non-federal/non-state entity. These guidelines may be
97 published on a funder's web space or provided in hard copy upon initiation of a grant
98 contract.
99

100 In addition to the guidance offered by the above publications and manuals, LSU Eunice PI/PDs
101 are expected to abide by the following policies of LSU Eunice:

- 102 1. PS 25: Purchases by University Personnel which offers guidelines for purchasing
103 supplies, equipment, and other items irrespective of the source of funds.
- 104 2. PS 43: Fraudulent and Unethical Behavior Policy which outlines behaviors that are not
105 permitted pertaining to the use of LSU Eunice grant funds
- 106 3. State Travel Regulations: published by the Office of State Purchasing and Travel of the
107 Louisiana Division of Administration (available in the Faculty/Staff space of the LSU
108 Eunice web site)
- 109 4. PS 74: Principal Investigator's Manual for Research Involving Human Subjects relates to
110 projects which will incorporate human subjects as part of research design.

111
112 **Indirect Costs**

113 Grants and contracts frequently have costs for the campus that are beyond the scope of the
114 "direct costs" which are included in the grant budget. Such possible costs may include (but are
115 not limited to) the following: accounting assistance provided by the Office of Business Affairs,
116 reference assistance provided by the LeDoux librarians, utilities and maintenance of
117 space/building used to accomplish grant activities, and other services provided by the University
118 which are not included in the grant budget. Items included in the grant budget are considered
119 direct costs.

120
121 Other terms sometimes used to indicate indirect costs are Facilities and Administrative (F&A)
122 costs, administrative costs, and overhead. These costs are described as costs incurred by the
123 University in the conduct of a grant program that are difficult to itemize. [PM 10](#) states:

124
125 The sponsored programs in which the University System is extensively engaged causes
126 the University to incur indirect costs which cannot be specifically identified with the

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127 sponsored project. These expenses are nevertheless significant and must in most
128 instances be recovered. The University would otherwise be required to underwrite a
129 greater share of the cost of such indirect expenses than it is presently doing.
130

131 State grant funding sources frequently do not allow any indirect costs. This is justified by the
132 fact that public institutions of higher education receive funds from the state in other contexts,
133 such as state appropriations for operating budgets. This helps eliminate the possibility of
134 supplanting. Supplanting is defined as using federal or state funds to fund items your
135 organization would normally fund without a grant.
136

137 The officially designated agency of the federal government that negotiates allowable indirect
138 rates with LSU Eunice is the Department of Health and Human Services. Rates are set by the
139 agency for programs that occur on campus (generally a higher rate) and programs that occur off
140 campus (a lesser amount). These negotiated rates generally apply for a two-year period and
141 then are re-negotiated. The rates are set according to a proposal submitted by the University
142 outlining the various costs that may be incurred in the conduct of federal grants. Copies of
143 current rates may be obtained from the Office of Business Affairs or the Office of Grants and
144 Development on campus.
145

146 The above rates apply to grants with federal entities. At times, these rates may be used on
147 private funding sources if the funding entity recognizes the need to provide services not directly
148 outlined in the grant. Some federal departments set an upper limit on the indirect rate that may
149 be charged to a grant. This applies to the U.S. Department of Education (DoE) relating to TRIO
150 and other educational grants. According to EDGAR, DoE limits the allowable indirect rate to 8%
151 (34 CFR Part 75, Section 75.562). LSU Eunice encourages the inclusion of an indirect cost in
152 all grants where such costs are allowable. State agencies handling "pass through" grants
153 (federal or state funds received by one designated agency and then granted or allocated to
154 another entity) may set indirect or administrative caps on funds. These caps cannot exceed the
155 maximum allowable and will frequently be more restrictive than the maximum allowable amount
156 allowed by the original granting entity.
157

Support for Grant Development

159 The mission of the LSU Eunice Grants and Development Office is to promote the processes of
160 grant research, planning, development, and review by faculty and staff. Funding from public
161 and private external sources supports the strategic goals and priorities of the institution and
162 individual programs. Funding is sought to promote institutional growth, enhance teaching and
163 learning, and meet needs of our students and communities.

164 Services available to faculty and staff who wish to explore grant development include:

- 165 • Planning and coordination of grant writing workshops
- 166 • Assistance in identifying potential funding sources
- 167 • Input in grant planning and brainstorming of key concepts
- 168 • Dissemination of timely grant-related information

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- 169 • Review of grants for adherence to funders' guidelines
- 170 • Review of expenditures to assure compliance with funding agency requirements
- 171 • Coordination of the Perkins Grant in support of career and technical education
- 172 • Assistance to faculty and staff members in proposal development and preparation
- 173

Resources Available

174
175 The following resources are provided to assist in grant development:

- 176 • [Grant Routing and Approval Signature Form](#)
- 177 • [Brainstorming Guidelines](#)
- 178 • [Preliminary Grant Planning Instrument](#)
- 179 • [Grant Flow Chart](#)
- 180 • [Grant Development Timeline](#)

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183 Approved by Academic Council on February 22, 2013

• LSU Eunice Grant Routing and Approval	
Project Title:	
Funding Entity:	
P.I./P.D.:	Due Date:
Mode of submission: (i.e., FastLane, Grants.gov, LOGAN, Online application, mail, or delivery service)	

Review Authority	Signature	Date
Conformity with Division or Unit Goals and Objectives:	_____ Division or Unit Head	
Approval of equipment or services supported by OIT (if applicable):	_____ Director of Information Technology	
Conformity with SACS guidelines:	_____ SACS Liaison Officer	
Conformity with grant guidelines:	_____ Director of Grants	
Approval of programmatic content:	_____ Vice Chancellor, Academic Affairs	
AND/OR	_____ Vice Chancellor, Student Affairs	
Approval of fiscal and budgetary accuracy:	_____ Vice Chancellor, Business Affairs	
Review and approval to submit:	_____ Chancellor	

Route for review in the order listed above. Please sign in [blue ink](#). All proposals that impact academics must be reviewed by the Vice Chancellor for Academic Affairs.

