

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 [R. S. 17:1521](#)
3 and is a two-year campus of the Louisiana State University System. The State
4 Constitution of 1974 [Article VIII section 7-A](#) identifies the Board of Supervisors as the
5 management board of the Louisiana State University System. Since its establishment,
6 the LSU Board of Supervisors has had the specific legal authority over LSU Eunice as
7 indicated by [Part 1, Article I section C-3 of the LSU Board of Supervisors](#) Bylaws and
8 Regulations (June 19, 2015).
9

10 LSU Eunice sets policies and procedures relating to grant development and
11 management guided by documents of the LSU System. The Bylaws & Regulations,
12 [Part II, Chapter VI Gifts and Grants](#) outlines terms and conditions that apply to acquiring
13 gifts and grants by all units of the System. Acquisition of gifts and grants is encouraged
14 according to this regulation: "Instruction and research are so inseparable and essential
15 to the highest efficiency of a university that the University System looks with favor upon
16 acceptable proposals for research and related contracts with State and Federal agencies
17 and with private individuals and corporations."
18

19 Two Permanent Memoranda of the LSU System discuss topics relating to grant
20 development. [PM-10](#) (September 26, 1991): Indirect Cost Allowances on Grants and
21 Contracts relays System policy relating to indirect cost rates to be charged on grants.
22 [PM-27](#) (April 21, 1998): Policy on Placement of Sponsored Agreements relays additional
23 information relating to authority for external funds received. [PM-27](#) requires that all
24 sponsored agreements (federal, state, and private) obtained by University employees be
25 awarded to the University.
26

Control of Externally Funded Programs

28 All monies, programs, and intellectual property ([PS No 59](#)) acquired by faculty or staff of
29 Louisiana State University Eunice that uses the University name, the official University
30 title for the applicant, requires use of state and/or University property, involves employee
31 time and effort, or includes student participation remains at all times within the full control
32 of the University. [PM-27](#) states that, "Effective immediately, it is the policy of this
33 University that all sponsored agreements (federal, state, and private) obtained by
34 University employees be awarded to the University." Accordingly, grants submitted by
35 faculty or staff of LSU Eunice must be awarded to the University with the knowledge of
36 LSU Eunice administrators and with final approval provided by the University Chancellor.
37 A copy of the required Routing Form for grants submitted by LSU Eunice is available as
38 an attachment to this policy.
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40 Further, proposed projects must be consistent with University, Division, and Program
41 visions and missions. Although the primary mission of LSU Eunice is teaching,

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42 individuals who choose to conduct research are encouraged to pursue grant funding.
43 Examples of grant purposes include (but are not limited to):
44 • promoting teaching excellence
45 • enhancing learning opportunities for students
46 • acquiring cutting edge technology for teaching labs
47 • professional development
48 • curriculum development
49 • demonstration and model projects
50 • incorporating current computer software and applications in the processes of
51 administration, teaching, learning, and assessment.

Grant Management

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

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

Expenditure and Management of External Funds

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

- 77 1. Office of Management and Budget, 2 CFR Chapter I, Chapter II, Part 200, et al,
78 Uniform Administrative Requirements, Cost Principles, and Audit Requirements
79 for Federal Awards, published on December 26, 2013 in the Federal Register
80 (informally referred to as the Supercircular or the Omni Circular)..
- 81 2. Education Department General Administrative Regulations (EDGAR). These
82 administrative regulations relate to grants funded by the U.S. Department of

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- 83 Education and reference 34 CFR Parts 75 through 81 and 2 CFR Part 200.
84 (CFR refers to the Code of Federal Regulations).
- 85 3. Additional cost principles or administrative guidelines published by a U.S. federal
86 agency or department that awards a grant may be more (but not less) restrictive
87 than the above OMB circulars.
- 88 4. Policies published by the Board of Regents or other state entity that grants funds,
89 for example:
- 90 a. Individual policies for various grants published on the Board of Regents
91 web space
- 92 b. RFPs or contracts published by the Board of Regents that incorporate
93 policies relating to individual sources of funds (see the Board of Regents,
94 Office of Sponsored Projects)
- 95 c. RFPs and funding manuals published by the Louisiana Community &
96 Technical College System for state grant programs managed by that
97 entity (for example, Rapid Response and Carl E. Perkins Career &
98 Technical Education grants)
- 99 5. Policies and guidelines provided by private funding sources, such as private
100 foundations, corporate foundations, or other non-federal/non-state entity. These
101 guidelines may be published on a funder's web space or provided in hard copy
102 upon initiation of a grant contract.
- 103

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

- 106 1. [PS No 25](#): Purchases by University Personnel which offers guidelines for
107 purchasing supplies, equipment, and other items irrespective of the source of
108 funds.
- 109 2. [PS No 43](#): Fraudulent and Unethical Behavior Policy which outlines behaviors
110 that are not permitted pertaining to the use of LSU Eunice grant funds
- 111 3. State Travel Regulations: published by the Office of State Purchasing and Travel
112 of the Louisiana Division of Administration (available in the Faculty/Staff space of
113 the LSU Eunice web site)
- 114 4. [PS No 74](#): Principal Investigator's Manual for Research Involving Human
115 Subjects relates to projects which will incorporate human subjects as part of
116 research design.
- 117

Indirect Costs

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119 Grants and contracts frequently have costs for the campus (referred to as Indirect Costs)
120 that are beyond the scope of the direct costs which are included in the grant budget.
121 Indirect Costs may include (but are not limited to) the following: accounting assistance
122 provided by the Office of Business Affairs, reference assistance provided by the LeDoux
123 librarians, utilities and maintenance of space/building used to accomplish grant activities,

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124 and other services provided by the University which are not included in the grant budget.
125 Items included in the grant budget are considered direct costs.

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

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132 The sponsored programs in which the University System is extensively engaged
133 causes the University to incur indirect costs which cannot be specifically
134 identified with the sponsored project. These expenses are nevertheless
135 significant and must in most instances be recovered. The University would
136 otherwise be required to underwrite a greater share of the cost of such indirect
137 expenses than it is presently doing.

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

144

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

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

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Support for Grant Development

169 The mission of the LSU Eunice Grants and Development Office is to promote the
170 processes of grant research, planning, development, and review by faculty and staff.

171 Funding from public and private external sources supports the strategic goals and
172 priorities of the institution and individual programs. Funding is sought to promote
173 institutional growth, enhance teaching and learning, and meet needs of our students and
174 communities.

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

- 176 ● Planning and coordination of grant writing workshops
- 177 ● Assistance in identifying potential funding sources
- 178 ● Input in grant planning and brainstorming of key concepts
- 179 ● Dissemination of timely grant-related information
- 180 ● Review of grants for adherence to funders' guidelines
- 181 ● Review of expenditures to assure compliance with funding agency requirements
- 182 ● Coordination of the Perkins Grant in support of career and technical education
- 183 ● Assistance to faculty and staff members in proposal development and
184 preparation

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Resources Available

187 Resources are available to assist with grant development and submission. The Grant
188 Routing and Approval Signature Form is attached. Documents that may be used in
189 grant planning and development are as follows:

- 190 ● [Grant Routing and Approval Signature Form](#)
- 191 ● [Brainstorming Guidelines](#)
- 192 ● [Preliminary Grant Planning Instrument](#)
- 193 ● [Grant Flow Chart](#)
- 194 ● [Grant Development Timeline](#)

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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.