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## 7.113 Grant Reporting and Management

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Type of Policy <input type="checkbox"/> University <input type="checkbox"/> Campus <input type="checkbox"/> Department/Unit <input checked="" type="checkbox"/> Interim		<b>Grant Reporting and Management Policy</b>  <b>Policy 7.113</b>	
<b>Institutional Advancement Policies</b>		Effective date: May 4, 2010	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Chancellor	N/A	May 4, 2010
Revised			April 13, 2018
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of Vice Chancellor of Institutional Advancement	Vice Chancellor of Institutional Advancement	904-608-9840	Office of Institutional Advancement

## I. Introduction and Purpose

In order to coordinate grant applications, Antioch University requires notice of certain grant applications in advance of submittal. The purpose of this policy is to define the procedure for Antioch University's grant reporting process for the advancement offices and grant administrators.

## II. Grant Reporting Process

A. Prior to submittal of a grant application to the grantor, advancement officers and/or grant administrators shall notify the Chancellor and the Vice Chancellor of Institutional Advancement of grant applications in the amount of \$50,000 or more.

B. On an as-needed basis, the involved parties shall discuss specific grant applications being planned and determine whether two or more University entities are planning to apply to the same funding agency.

C. In the event two programs wish to apply to the same granting agency where there is a limit of only one application during a certain period from the same institution, and the programs have been unable to negotiate between themselves to determine which should apply, the Vice Chancellor for Institutional Advancement will submit the two requests along with appropriate background material to the Chancellor for a decision. Several factors will be considered in making this decision, including but not limited to, which campus/program has the longer standing relationship with the agency; whether the application is for a follow-up or continuation of an existing grant; the merits of the grant proposals; the likelihood of alternative funding; and the likelihood of continued funding from that agency.

D. The Office of Institutional Advancement may develop additional processes allowing them to track all grants in the pipeline and to serve as a means of mutual support.

E. Awarded grants will be specifically noted in the narrative advancement report that goes to the Board of Governors prior to each of their meetings.