

October 2011

7.113 Grant Reporting and Management

Follow this and additional works at: http://aura.antioch.edu/policies_700

Recommended Citation

"7.113 Grant Reporting and Management" (2011). *7.000 Institutional Advancement*. 1.
http://aura.antioch.edu/policies_700/1

This Article is brought to you for free and open access by the Antioch University Policies at AURA - Antioch University Repository and Archive. It has been accepted for inclusion in 7.000 Institutional Advancement by an authorized administrator of AURA - Antioch University Repository and Archive. For more information, please contact dpenrose@antioch.edu, wmcgrath@antioch.edu.



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

I. Introduction and Purpose

The purpose of this policy is to define the procedure for Antioch University’s grant reporting process from the regional campus advancement offices.

II. Grant Reporting Process

A. The University will use the Grant Notification Form (Appendix A) to advise the Chancellor and the Vice Chancellor for University Advancement of grant applications being submitted for \$50,000 and above.

B. The University will not initiate a more formal clearance policy at this time.

C. The Grant Discussion Group, composed of members at each campus, will meet monthly on a conference call to discuss grant applications being planned on each campus and to determine whether two campuses are planning to apply to the same funding agency.

D. In the event two campuses 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 campuses have been unable to negotiate between themselves on the monthly calls which should apply, the Vice Chancellor for University Advancement will submit the two requests along with appropriate background material to the Chancellor and the appropriate Vice Chancellor for a decision. Several factors will be considered in making this decision, including but not limited to, which campus has the longest standing relationship with the agency; whether the application is for a follow-up grant or whether it might be time for another campus to have an opportunity to compete for funding with that agency.

E. The Grant Discussion Group will develop a process allowing them to track all grants in the pipeline and serve as a means of mutual support among campuses.

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