

# University Grants Criteria and Guidelines

## Summary

Provost Office instruction on the application process for university grants.

## Purpose

To provide guidance on the application process for university grants.

## Policy

All faculty members, including non-tenure track, are eligible to apply for funding through this program. All participants should consult the Academic Affairs Planning Calendar for the due dates for each step in the process.

1. A faculty member completes the University Grants application and submits it to the department chair.
2. The department chair reviews applications, adds comments, and passes the applications on to the college screening committee.
3. The college screening committee reviews the applications using the University Grants Scoring Rubric. The committee prepares a rank-ordered list of applications, with a brief statement (1-3 sentences) justifying the ranking, for use by the University Screening Committee. (Note that the college screening committee may choose to screen out some applications.)
4. The college screening committee sends the packets of applications to the dean.
5. The dean reviews the applications, adds comments if necessary, and passes the applications on to the University Grants Committee.
6. The University Grants Committee reviews the applications using the Scoring Rubric and considering comments received with the packet. The University Grant Committee makes award recommendations to the provost.
7. The Provost's Office makes the final decision and administers the awards.

The University Grant application may be found using the link above.

## Concluding the University Grants Program

Successful grant recipients must file a University Grants Accountability Report with the Provost's Office no later than 60 days after the target completion date of their project. Recipients also send copies of the report to the department chair and dean.

**Related USG Policy**

N/A

**Last Update**

7/6/2016

**Responsible Authority**

Office of the Provost