

Sponsored Projects

Responsible University Officer:

Policy Owner: Hormel Institute Grants and Contracts Professional

Policy Contact: Nicki Brickman

POLICY STATEMENT

This policy governs the proposals for all sponsored projects, including new, continuous, renewal and supplement applications. This policy and accompanying documents were created in an effort minimize late submission and allow ample opportunity to review and make any necessary corrections prior to submission. Overall this policy aims to provide the best possible service to our faculty, staff and Institute.

The design for this policy was modeled after the University of Minnesota Sponsored Projects Administration deadline guidelines, as well as the Department of Pediatrics and the Department of Epidemiology in the School of Public Health who have set strict guidelines for their department application preparation and submission processes.

Notification

Notice of Application

Individuals applying for sponsored funding must notify The Hormel Institute Grants and Contracts Professional at least **one (1) month** prior to the application deadline via the *Grant Application Notification* form. This form must include all necessary information required to complete the Proposal Routing Form (PRF) and budget, if necessary.

If individuals from other UMN departments are listed on the proposal, the applying individual is required to provide the Grants and Contracts Professional with the names and contact information for the other department's department and college approvers at time of notice.

If an outside institution is listed on the proposal, the applying individual is required to provide the Grants and Contracts Professional with the outside institution's Grant Administrator contact information at the time of notice.

Notice of Withdraw

If an individual decides they are no longer interested in applying for a certain funding opportunity they should notify the Grants and Contracts Professional as soon as possible.

Deadlines

The Hormel Institute

All completed application files and information are due to the Grants and Contracts Professional no less than **eight (8) business days** prior to the application deadline (or one (1) week prior to the SPA deadline).

Sponsored Projects Administration

All completed applications and fully executed Proposal Routing Forms (PRF) are due to the UMN Sponsored Projects Administration (SPA) no less than **three (3) business days** prior to the application deadline. SPA has a Proposal Deadline policy in place, see *SPA Proposal Deadline Policy* in the Appendices for more information.

Example of Deadlines

If the sponsor deadline is Friday, October 14th:

Notification is due September 14th

Notify the Grants and Contracts Professional by Tuesday, October 4th

Application due to SPA by Tuesday, October 11th

Violations

Violations to the deadline policy have been modeled after the University of Minnesota, Sponsored Projects Administration deadline policy and are as follows:

First Violation

Email notification of violation will be sent to the applying individual and recorded.

Second Violation

Email notification of violation will be sent to the applying individual and the individual's supervisor and recorded.

Third Violation

Email notification of violation will be sent to the applying individual, the individual's supervisor, and Executive Leadership (see *Additional Contacts*) and recorded.

A third late violation will result in a discussion with the applying individual's supervisor the Grants and Contracts Professional and Executive Leadership and may lead to more serious consequences as determined by The Hormel Institute Executive Leadership and Grants and Contracts Professional.

Handling Late Submissions

All proposals that meet the deadline will be processed first. All late submissions will be processed after on-time submissions are completed. Staff will do their best to submit late proposals but cannot guarantee that late proposals can be processed in time to meet a deadline. Late proposals allow less time to correct any errors or to handle system delays.

Exceptions/Emergency Situations

Any request for special exception must be directed by the Grants and Contracts Professional to Executive Leadership and will be evaluated on a case by case basis at the discretion of Executive Leadership.

Emergency situations do not include international travel, travel delays, limited access to internet, staffing shortages or failure of subrecipients to return documents/proposals or provide information.

REASON FOR POLICY

The objective of this policy and accompanying procedures and forms is to establish appropriate procedures for the application for sponsored funding at The Hormel Institute. This policy is an effort to reduce administrative burden and to comply with The Hormel Institute, University of Minnesota and sponsored agency requirements, through the communication of policy roles and responsibilities and the setting of expectations across The Hormel Institute.

PROCEDURES

[Sponsored Projects Procedures](#)

FORMS/INSTRUCTIONS

[Grant Application Notification Form](#)

APPENDICES

[SPA Proposal Deadline Policy](#)

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact	Name	Phone	Fax/Email
Grants and Contracts Professional	Nicki Brickman	507-437-9605	nbrickman@hi.umn.edu
Executive Leadership	Zigang Dong	507-437-9600	zgdong@hi.umn.edu
Executive Leadership	Ann Bode	507-437-9615	ambode@hi.umn.edu

DEFINITIONS

Executive Leadership

The Hormel Institute Director and Associate Director.

Grants and Contracts Professional

Individual(s) appointed by The Hormel Institute to oversee the sponsored project application and award process.

Proposal Routing Form (PRF)

The PRF is used to obtain internal approvals necessary to submit an application for external research or training support and to gather information for the institutional proposal and award databases.

Faculty and staff prepare the PRF using the EGMS Web site (Electronic Grants Management System).

Sponsored Projects Administration (SPA)

SPA is the University of Minnesota system-wide office authorized to submit research proposals and receive awards from external sources on behalf of the Board of Regents of the University of Minnesota. SPA is also the fiduciary for the U on grant-related matters.

RESPONSIBILITIES

Applying Individual

Applying individuals are responsible for:

Making sure they notify the Grants and Contracts Professional **one (1) month** in advance of the application deadline using the *Grant Application Notification* form. As well as including information for other department and outside institution contacts

Providing all necessary information, including but not limited to application files, application information, subaward contacts and files, collaborator information and UMN collaborator department and college approvers to the Grants and Contracts Professional at minimum **eight (8) days** prior to the sponsor deadline.

Reviewing and approving the PRF and final application in a timely manner in order to make the SPA deadline of **three (3) days** prior to the sponsor deadline.

Providing necessary changes as requested by SPA upon review of the submitted proposal prior to the sponsor deadline.

Executive Leadership

Executive Leadership is responsible for:

Meeting with individuals who can't abide by the sponsored projects deadline policy to determine necessary actions.

Evaluating exceptions to the Sponsored Projects Policy.

Grants and Contracts Professional

The Grants and Contracts Professional is responsible for:

Preparing, reviewing and submitting new, continuous, renewal and supplement applications. Sending the applications to SPA prior to the SPA and sponsor deadline and making any necessary changes as requested by SPA.

Sponsored Projects Administration (SPA)

The UMN SPA is responsible for:

Logging proposals into the proposal database. Assigning a proposal number with an internal review sheet. Checking the proposal and the PRF for proper signatures and for sufficient number of copies. Checking PI eligibility and forwarding proposals to a grant administrator for review.

RELATED INFORMATION

There is no Related Information with this policy.

HISTORY**Amended:**

Text

Effective:

December 2016 – New Policy