

# Sponsored Projects Procedures

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## Related Policy: Sponsored Projects

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### Notice of Application

1. Applying individual completes the *Grant Application Notification* form and sends to the Grants and Contracts Professional at least **one (1) month** prior to the application deadline
  - a. The *Grant Application Notification* form must include all necessary information required to complete the Proposal Routing Form (PRF) and budget, if necessary.
    - i. If individuals from other UMN departments are listed on the proposal, The Hormel Institute applying individual is responsible for identifying the other department's required department and college approvers at the time of notice.
    - ii. If other institutions are listed on the proposal, The Hormel Institute applying individual is responsible for identifying the other institution's Grants Administrator at the time of notice.
  - b. Should a funding source give less than one (1) month notice, the applying individual should notify the Grants and Contracts Professional as soon as they decide to apply.
2. If the funding opportunity is no longer being pursued the Grants and Contracts Professional should be made aware as soon as possible.

### Application Files

3. All completed application files and necessary information are due to the Grants and Contracts Professional at least **eight (8) business days** prior to the application deadline.
  - a. This includes all proposal attachments and collaborator and subaward information required to complete the application.
4. Once the Grants and Contracts Professional has finished uploading files and information to the application they will send the completed draft to the applying individual for review and approval.
  - a. The applying individual is responsible for reviewing all application content and attachments for accuracy and identifying any necessary changes.

### Proposal Routing Form (PRF)

5. Once the Grants and Contracts Professional has received all necessary information the PRF is initiated and sent on to the applying individual, department head and dean for approval.
  - b. The applying individual is responsible to review and identify any changes to the PRF prior to approval.

### Submission to Sponsored Projects Administration (SPA)

6. Upon approval of the application file and the PRF is fully approved the Grants and Contracts Professional will email the completed application to SPA and carbon copy (cc) the applying individual no less than **three (3) business days** prior to the application deadline.
7. Should SPA come back with questions or changes, the Grants and Contracts Professional will work with the applying individual to remedy the issue and return to SPA prior to the application deadline.
8. SPA will submit the final application.