



**POLICIES**

**Effective Date: October 2005**

**Interim Date: July 21, 2015**

**Revised: July 1, 2015**

**Approved by: James E. K. Hildreth, Ph.D., M.D.  
President and Chief Executive Officer**

**Subject: Advancement and College Relations - External Support Policy**

**PURPOSE:**

The purpose of this policy is to determine grant funding sources, approval of program development and the submission grant applications.

**POLICY STATEMENT:**

Direction of requests for external funding to support projects within schools of the College is the prerogative of the deans of the schools; however, final approval authority over all proposals requesting such support rests with the President of the College.

The College has primary legal responsibility for all grants and contracts since they are awarded to Meharry and not to individual faculty or staff members, even though the grant or contract may designate a specific individual to carry out programmatic objectives of the sponsored program named as the Applicant, Principal Investigator, Program Director or Program Coordinator.

Responsibility for proposal development and ongoing program/project review will be delegated to the Director of Sponsored Research or other appropriate unit administrator. This individual is responsible for:

- Keeping informed on available sources of funds and application deadlines and disseminating this information to the faculty.
- Assisting investigators in required internal review and timely submission of their proposals; and
- Assuring that applications meet all applicable Federal or other regulations with regard to research involving human subjects, use and care of animals, radioisotopes, and similar issues.

The Associate Vice President for Corporate and Foundation Relations or his/her designee will collaborate with the Director of Sponsored Research in maintaining and disseminating information on potential funding sources

and programs in the private and voluntary health agency sectors and will assist in developing approaches to such sources.

Review of the financial content and implications of all applications will be the responsibility of the Director of Sponsored Research, directly and through the Director of Grants and Contracts, who will provide assistance to the applicant in the development of budgets for applications and establishing administrative record-keeping functions after grant award. The Director of Grants and Contracts is also to ensure compliance with all fiscal requirements of the sponsoring agencies.

**PROCEDURE:**

For projects authorized by the President, the Office of Corporate and Foundation Relations and the Office of Prospect Research and Donor Relations will conduct an in-depth search for funding sources, work directly with a principal investigator in proposal development, develop vanquishing strategy, etc.

Because of Meharry's fund raising efforts in the private sector, the Associate Vice President for Corporate and Foundation Relations will clear approaches, when appropriate, with the College in advance of contact.

All grant and contract applications are to be submitted for internal review and approval. Applications involving human subjects should be reviewed by the Unit Research Committee prior to agency submission or a maximum of 60 days thereafter. The Associate Dean for Research shall insure that this process is undertaken in a timely manner.

Applications are to be reviewed and approved by the Department Chairman, Office of Grants and Contracts and the Director of Sponsored Research. In some instances, proposals also require review and approval by other individuals.

The Director of Sponsored Research will receive all applications for review at least 10-15 working days prior to the funding source deadline.

The President will receive all applications requiring approval at least 5 working days in advance of the deadline. Only the deans, vice presidents, or the director of sponsored research are to submit applications to the President for approval.

After receipt of institutional approval, applications, and signed contracts will be returned to the Director of Sponsored Research for final processing.