FUNDING SOURCES POLICY

Governors State University solicits two major types of external funding: gifts and grants. The Development Office, which oversees the Governors State University Foundation, is responsible for the processing of gifts, and the Office of Sponsored Programs and Research is responsible for the processing of grants. In order to ensure that Governors State University complies with federal, state, and sponsoring agency requirements, the Office of Sponsored Programs and Research and the Development Office work together to coordinate proposal submissions to external sources. Both offices provide advice and assistance to faculty in the proposal development process, including finding funding opportunities If the sponsor is a foundation or corporation, the Development Office will be notified by the Office of Sponsored Programs and Research. The two offices will coordinate the effort, including providing assistance with the budget development and the submission.

The Office of Sponsored Programs and Research will work with faculty to obtain the appropriate authorized signatures for applications to external funding sources for grants and contracts. The Office of Sponsored Programs and Research also will provide review of the application to ensure all requirements in the guidelines are met and that all pieces of the application and all forms needed are provided as part of the submission. Faculty members should allow at least four working days for final processing (approval) of these submissions.

Funds obtained from any external source (gift or grant) will be deposited, disbursed, monitored, and reported according to GAAP (Generally Accepted Accounting Principles) through the appropriate Governors State University financial offices.

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