

**SUBJECT: Grants and Sponsored Programs**

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**Authority and Guidelines**

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2 LSU Eunice was established in 1964 by the Louisiana Legislature through act RS 17:1521 and  
3 is a two-year campus of the Louisiana State University System. The State Constitution of 1974  
4 Article VIII section 7-A identifies the Board of Supervisors as the management board of the  
5 Louisiana State University System. Since its establishment, the LSU Board of Supervisors has  
6 had the specific legal authority over LSU Eunice as indicated by [Part 1, Article I section C-4 of](#)  
7 [the LSU Board of Supervisors Bylaws and Regulations 2008](#).

8  
9 LSU Eunice sets policies and procedures relating to grant development and management  
10 guided by documents of the LSU System. The Bylaws & Regulations, [Part II, Chapter VI Gifts](#)  
11 [and Grants](#) outlines terms and conditions that apply to acquiring gifts and grants by all units of  
12 the System. Acquisition of gifts and grants is encouraged according to this regulation:  
13 “Instruction and research are so inseparable and essential to the highest efficiency of a  
14 university that the University System looks with favor upon acceptable proposals for research  
15 and related contracts with State and Federal agencies and with private individuals and  
16 corporations.”

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18 Two Permanent Memoranda of the LSU System discuss topics relating to grant development.  
19 PM 10: Indirect Cost Allowances on Grants and Contracts relays System policy relating to  
20 indirect cost rates to be charged on grants. [PM 27](#): Policy on Placement of Sponsored  
21 Agreements relays additional information relating to authority for external funds received. [PM](#)  
22 [27](#) requires that all sponsored agreements (federal, state, and private) obtained by University  
23 employees be awarded to the University.

**Control of Externally Funded Programs**

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25 All monies, programs, and intellectual property (PS 59) acquired by faculty or staff of Louisiana  
26 State University Eunice that uses the University name, the official University title for the  
27 applicant, that requires use of state and/or University property, involves employee time and  
28 effort, or includes student participation remains at all times within the full control of the  
29 University. [PM 27](#) states that, “Effective immediately, it is the policy of this University that all  
30 sponsored agreements (federal, state, and private) obtained by University employees be  
31 awarded to the University.” Accordingly, grants submitted by faculty or staff of LSU Eunice must  
32 be awarded to the University with the knowledge of LSU Eunice administrators and with final  
33 approval provided by the University Chancellor. A copy of the required Routing Form for grants  
34 submitted by LSU Eunice is available as an attachment to this policy.

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37 Further, proposed projects must be consistent with University, Division, and Program visions  
38 and missions. Although the primary mission of LSU Eunice is teaching, individuals who choose  
39 to conduct research are encouraged to pursue grant funding. Examples of grant purposes  
40 include (but are not limited to):

- 41 • promoting teaching excellence
- 42 • enhancing learning opportunities for students

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- 43 • acquiring cutting edge technology for teaching labs
- 44 • professional development
- 45 • curriculum development
- 46 • demonstration and model projects
- 47 • incorporating current computer software and applications in the processes of
- 48 administration, teaching, learning, and assessment.
- 49

**Grant Management**

51 The Principal Investigator, program/project manager, or otherwise designated grant  
52 director/coordinator (hereafter referred to as the PI/PD) maintains responsibility for execution of  
53 the grant work plan according to the agreed-upon timeline. Other responsibilities include budget  
54 management, including ordering of all supplies and equipment; timely progress and financial  
55 reports, as specified in the grant contract; development or supervision of the development of  
56 deliverables; formative and summative program evaluation activities; and initiation of any  
57 contract amendments or extensions of the original timeline necessary for successful completion  
58 of the project. When a project incorporates an outside evaluator, the PI/PD serves as liaison  
59 between the University project staff and the evaluator.

60  
61 When a grant is awarded to the University, funding entities will provide a contract that can be  
62 negotiated based on the level of funding offered. In instances where a separate contract is not  
63 developed, the original proposal (or mutually agreed upon amended proposal) becomes a  
64 binding contract that guides the implementation and management of the grant award. The  
65 University is legally bound to adhere to the terms of the contract or the original or amended  
66 grant. The Grants Office is the official repository of all funded grants.

**Expenditure and Management of External Funds**

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69 The University and the PI/PD are bound by the policies of the federal, state, or private grant  
70 maker relating to the use of grant funds. Examples of relevant policies and guidelines that may  
71 apply depending on funding source are:

- 72 1. OMB Circular A-21: Cost Principles for Educational Institutions (OMB refers to the  
73 Federal Office of Management and Budget)
- 74 2. OMB Circular A-110: Uniform Administrative Requirements for Grants & Agreements  
75 with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- 76 3. OMB Circular A-133: Audits of Institutions of Higher Education and Other Non-Profit  
77 Organizations
- 78 4. Education Department General Administrative Regulations (EDGAR). These  
79 administrative regulations relate to grants funded by the U.S. Department of Education  
80 and reference 34 CFR Parts 74 through 99. (CFR refers to the Code of Federal  
81 Regulations).
- 82 5. Additional cost principles or administrative guidelines published by a U.S. federal agency  
83 or department that awards a grant may be more (but not less) restrictive than the above  
84 OMB circulars.

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- 85 6. Policies published by the Board of Regents or other state entity that grants funds, for  
86 example:
- 87 a. Individual policies for various grants published on the Board of Regents web  
88 space
- 89 b. RFPs or contracts published by the Board of Regents that incorporate policies  
90 relating to individual sources of funds (see the Board of Regents, Office of  
91 Sponsored Projects)
- 92 c. RFPs and funding manuals published by the Louisiana Community & Technical  
93 College System for state grant programs managed by that entity (for example,  
94 Rapid Response and Carl E. Perkins Career & Technical Education grants)
- 95 7. Policies and guidelines provided by private funding sources, such as private foundations,  
96 corporate foundations, or other non-federal/non-state entity. These guidelines may be  
97 published on a funder's web space or provided in hard copy upon initiation of a grant  
98 contract.  
99

100 In addition to the guidance offered by the above publications and manuals, LSU Eunice PI/PDs  
101 are expected to abide by the following policies of LSU Eunice:

- 102 1. PS 25: Purchases by University Personnel which offers guidelines for purchasing  
103 supplies, equipment, and other items irrespective of the source of funds.
- 104 2. PS 43: Fraudulent and Unethical Behavior Policy which outlines behaviors that are not  
105 permitted pertaining to the use of LSU Eunice grant funds
- 106 3. State Travel Regulations: published by the Office of State Purchasing and Travel of the  
107 Louisiana Division of Administration (available in the Faculty/Staff space of the LSU  
108 Eunice web site)
- 109 4. PS 74: Principal Investigator's Manual for Research Involving Human Subjects relates to  
110 projects which will incorporate human subjects as part of research design.  
111

112 **Indirect Costs**

113 Grants and contracts frequently have costs for the campus that are beyond the scope of the  
114 "direct costs" which are included in the grant budget. Such possible costs may include (but are  
115 not limited to) the following: accounting assistance provided by the Office of Business Affairs,  
116 reference assistance provided by the LeDoux librarians, utilities and maintenance of  
117 space/building used to accomplish grant activities, and other services provided by the University  
118 which are not included in the grant budget. Items included in the grant budget are considered  
119 direct costs.  
120

121 Other terms sometimes used to indicate indirect costs are Facilities and Administrative (F&A)  
122 costs, administrative costs, and overhead. These costs are described as costs incurred by the  
123 University in the conduct of a grant program that are difficult to itemize. [PM 10](#) states:  
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125 The sponsored programs in which the University System is extensively engaged causes  
126 the University to incur indirect costs which cannot be specifically identified with the

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127 sponsored project. These expenses are nevertheless significant and must in most  
128 instances be recovered. The University would otherwise be required to underwrite a  
129 greater share of the cost of such indirect expenses than it is presently doing.  
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131 State grant funding sources frequently do not allow any indirect costs. This is justified by the  
132 fact that public institutions of higher education receive funds from the state in other contexts,  
133 such as state appropriations for operating budgets. This helps eliminate the possibility of  
134 supplanting. Supplanting is defined as using federal or state funds to fund items your  
135 organization would normally fund without a grant.  
136

137 The officially designated agency of the federal government that negotiates allowable indirect  
138 rates with LSU Eunice is the Department of Health and Human Services. Rates are set by the  
139 agency for programs that occur on campus (generally a higher rate) and programs that occur off  
140 campus (a lesser amount). These negotiated rates generally apply for a two-year period and  
141 then are re-negotiated. The rates are set according to a proposal submitted by the University  
142 outlining the various costs that may be incurred in the conduct of federal grants. Copies of  
143 current rates may be obtained from the Office of Business Affairs or the Office of Grants and  
144 Development on campus.  
145

146 The above rates apply to grants with federal entities. At times, these rates may be used on  
147 private funding sources if the funding entity recognizes the need to provide services not directly  
148 outlined in the grant. Some federal departments set an upper limit on the indirect rate that may  
149 be charged to a grant. This applies to the U.S. Department of Education (DoE) relating to TRIO  
150 and other educational grants. According to EDGAR, DoE limits the allowable indirect rate to 8%  
151 (34 CFR Part 75, Section 75.562). LSU Eunice encourages the inclusion of an indirect cost in  
152 all grants where such costs are allowable. State agencies handling "pass through" grants  
153 (federal or state funds received by one designated agency and then granted or allocated to  
154 another entity) may set indirect or administrative caps on funds. These caps cannot exceed the  
155 maximum allowable and will frequently be more restrictive than the maximum allowable amount  
156 allowed by the original granting entity.  
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**Support for Grant Development**

159 The mission of the LSU Eunice Grants and Development Office is to promote the processes of  
160 grant research, planning, development, and review by faculty and staff. Funding from public  
161 and private external sources supports the strategic goals and priorities of the institution and  
162 individual programs. Funding is sought to promote institutional growth, enhance teaching and  
163 learning, and meet needs of our students and communities.

164 Services available to faculty and staff who wish to explore grant development include:

- 165 • Planning and coordination of grant writing workshops
- 166 • Assistance in identifying potential funding sources
- 167 • Input in grant planning and brainstorming of key concepts
- 168 • Dissemination of timely grant-related information

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- 169 • Review of grants for adherence to funders' guidelines
- 170 • Review of expenditures to assure compliance with funding agency requirements
- 171 • Coordination of the Perkins Grant in support of career and technical education
- 172 • Assistance to faculty and staff members in proposal development and preparation
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**Resources Available**

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175 The following resources are provided to assist in grant development:

- 176 • [Grant Routing and Approval Signature Form](#)
- 177 • [Brainstorming Guidelines](#)
- 178 • [Preliminary Grant Planning Instrument](#)
- 179 • [Grant Flow Chart](#)
- 180 • [Grant Development Timeline](#)

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183 Approved by Academic Council on February 22, 2013

<b>• LSU Eunice Grant Routing and Approval</b>	
<b>Project Title:</b>	
<b>Funding Entity:</b>	
<b>P.I./P.D.:</b>	<b>Due Date:</b>
<b>Mode of submission:</b>  (i.e., FastLane, Grants.gov, LOGAN, Online application, mail, or delivery service)	

Review Authority	Signature	Date
Conformity with Division or Unit Goals and Objectives:	_____ Division or Unit Head	
Approval of equipment or services supported by OIT (if applicable):	_____ Director of Information Technology	
Conformity with SACS guidelines:	_____ SACS Liaison Officer	
Conformity with grant guidelines:	_____ Director of Grants	
Approval of programmatic content:	_____ Vice Chancellor, Academic Affairs	
<b>AND/OR</b>	_____ Vice Chancellor, Student Affairs	
Approval of fiscal and budgetary accuracy:	_____ Vice Chancellor, Business Affairs	
Review and approval to submit:	_____ Chancellor	

Route for review in the order listed above. Please sign in [blue ink](#). All proposals that impact academics must be reviewed by the Vice Chancellor for Academic Affairs.

