



LP 3.14

Effective:
3/9/2021

Revised:
12/17/2021

Policy Owner:
Board of Trustees

Policy Administrator:
Cabinet

Affected Parties:
Faculty
Staff
Students

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External Grant Approval

1. Policy

Lander University encourages faculty and staff to seek external funding in support of the overall mission of the university. This policy covers all university-related requests for external funding, including external funding secured for student course-related research (by students, faculty, or staff).

1.1 The external grant approval team (EGAT) serves as the primary source of assistance and oversight for faculty, staff, and students seeking external grant funding and is responsible for reviewing all external grant pre-proposals. The EGAT is composed of the following cabinet-level roles:

1.1.1 Provost

1.1.2 Chief Financial Officer

1.1.3 Vice President for Advancement

1.1.4 University General Counsel

1.1.5 Chief of Staff

1.1.6 Vice President for Student Affairs

1.2 Lander University assumes a legal obligation as a contract holder or partner when it accepts grant funding.

1.3 Prior to submitting any final proposal for external funding,

1.3.1 Faculty and staff proposers must complete the [External Grant Pre-proposal form](#)¹ and obtain permission from their immediate supervisor and vice president.

¹ URL for External Grant Pre-proposal form:
https://www.lander.edu/sites/default/files/Documents/About/Leadership/Policies/External%20Grant%20Pre-proposal%20Form%20Ref%20LP3_14.docx

1.3.2 Student proposers must complete the External Grant Pre-proposal form and obtain permission from their course-instructor/research supervisor and dean.

1.4 Vice presidents who approve external grant pre-proposals are responsible for bringing the pre-proposal to the EGAT for final review approval.

2 Policy Revision History

- Provost requests policy on external grant approval and provides first draft of the approval requirements on 1/19/2021.
- Policy Coordinator revises draft on 2/17/2021.
- Policy approved by Board of Trustees on 3/9/2021.
- Policy revised by provost and policy coordinator to (1) include student proposed grant requests and (2) require final approval from a smaller external grant approval team (EGAT) instead of President's Cabinet on 11/17/2021.
- Revision approved by Board of Trustees on 12/17/2021.