

Policy Title	Interaction with Extra-mural Research Funding Agencies
Responsible AIU Office (Higher Management/Directorate) (Accountability Office)	Office of the VP for Research Affairs
Policy Owner (Executive Department/Office) (Administrative Responsibility Office)	The Grants and Contracts Office (GCO)
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

I. SCOPE OF POLICY

This policy provides the necessary framework to regulate all aspects of interaction with extra-mural funding agencies including pre-award communication, application for funding, budget preparation, review and approval, and post-award contract signing and regular reporting. Compliance with this university policy/procedure extends to all Academic, Administrative, and Support Staff involved in research activities funded by extra-mural partners.

II. DEFINITIONS

There are no definitions for this policy.

III. POLICY STATEMENT

According to the applicable laws, AIU is a Non-for-Profit Higher-Education Institution. AIU Board of Trustees is accountable for the effective and efficient stewardship of University funds including those allocated for research activities. The Board has the power and authority to approve any and all policies pertaining to the contract signing authority responsibilities within the University. This policy shall apply to all types of contracts pertaining to funds received from national, regional, and international research funding agencies and restricted for the purpose of research are covered under this policy establishing who has the authority to sign a contract with the said funding agencies.

IV. RESPONSIBILITIES

- AIU President delegates the application review and the authority for application signing approval to the GCO Director
- Grants and Contracts Office (GCO) is the primary party responsible for execution of this policy

- The Principal Investigator (PI), and the corresponding Chair and Dean will be responsible for the veracity and accuracy of the technical resource/expertise availability described in the funding application
- For periodic reporting, financial information and compliance with budget will be obtained from the corresponding grant ledger from the Financial Department

V. POLICY STANDARDS AND PROCEDURES

1. GCO initiates contacts with the funding source and coordinates for announcement and dissemination of information regarding the available funding opportunities among AIU Community. This will be arranged through dedicated GCO personnel handling a given group of funding agencies
2. GCO will create a mechanism through which AIU community is regularly surveyed to report potential funding agencies of interest for the office to add on its list of monitored agencies
3. GCO will communicate regularly with the different funding agencies to provide training workshops for AIU community interested in applying for funding whenever available
4. Once a PI has decided to apply for a given funding competition, the PI is required to notify the GCO as early as possible. The GCO in return will set an internal deadline to review the grant application including the budget section to make sure that both align with AIU policies and regulations. The internal deadline is typically one calendar week (five working days) ahead of the deadline set by the funding agency.
5. The PI will fill out the necessary grant transmittal form containing a description of the project and the relevant ethical approvals required. The transmittal form will be signed by the corresponding Chair and Dean attesting to the veracity and accuracy of the technical resources described in the application including the PI's time availability, research equipment availability, and space availability.
6. After the review of the grant proposal, the GCO will notify the PI if there are any amendments required to comply with AIU's regulations and approve the application for signature by the President once the amendments are complete.
7. For grant proposals that are approved for funding, the GCO will take on the contract review process to make sure that the drafted contracts align with AIU Policies and Regulations and preserve the rights and responsibilities of the PI and the University. Once the review is complete, the GCO will arrange for the contracts to be signed by the President.
8. The GCO will make the necessary coordination with the Finance Department as described under policy #..... (Research Funds Management and Financial Activities)
9. Upon contract signature, the GCO will prepare a calendar for reporting obligations as per the guidance of the granting agencies. GCO will remind the PI for the preparation of the technical report ahead of time and arrange with the Finance Department for the preparation of the financial report to share with the PI before sending to the funding agency.

VI. FORMS/INSTRUCTIONS (if applicable)

- Grant Transmittal Form

VII. APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII. RELATED POLICIES

- Policy #....., Research Funds Management and Financial Activities
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VIV. CONTACT INFORMATION

Director, Grants and Contracts Office

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.