



GRANT AWARD NOTICE POLICY

PURPOSE

This policy established guidelines for accepting award terms and conditions relating to grants and sponsored projects.

STATEMENT OF POLICY

It is the University's policy to ensure that Principal Investigators (PIs) and related LIU staff/administrators are responsible for complying with the terms and conditions of all grants, contracts, and agreements.

PIs are also responsible for complying with relevant federal regulations, state laws, and all LIU policies.

Upon formal receipt of a grant or contract award from a Sponsor, the Office of Sponsored Projects in conjunction with the PI shall review the following:

1. Total amount awarded
2. Approved Project Period
3. Correct Name of Recipient Organization
4. Name(s) of Senior/key personnel that are subject to agency prior approval requirements if a significant change in level of effort occurs (if applicable)
5. Amount of anticipated future-year commitments (if applicable)
6. Correct Name of PI(s)
7. Effort for all staff
8. IRB/IACUC or other Research Compliance requirements
9. Applicable terms and conditions of award
10. Indirect cost rate (if applicable)
11. Cost sharing or Matching (if applicable)
12. Any restrictions on the use of funds
13. Insurance requirements in excess of LIU's standard coverage
14. Information technology security requirements exceeding LIU's normal security standards
15. Open Access Requirements
16. Any additional items

All grant proposals require approval from the PI's Department Chair and Dean prior to being submitted. The PI must provide revised documentation in the event of any changes to the funding requested or scope. Please note that a revised scope of work may require prior agency approval before an award can be accepted.

If there are no changes to the proposed project and the Office of Sponsored Projects deems it appropriate to accept, the proposal and budget will be sent to Grants Management Office. If terms are defined in a contract, the contract will also be sent to University Counsel for legal review and sign-off.

Principal Investigators (PIs) are responsible for reviewing the award documentation, making the necessary changes (if applicable) and ensuring that all requirements have been met.

Office of Sponsored Projects (OSP) is responsible for reviewing the award documentation, making the necessary changes (if applicable) and ensuring that all requirements have been met. OSP is also responsible with ensuring that GMO has the necessary documents to set-up the fund.

Grants Management Office (GMO) is responsible to review award documents and setup the fund, once it has been approved and accepted.

DEFINITIONS

GMO: Grants Management Office

OSP: Office of Sponsored Projects

PI: Principal Investigator of a sponsored project; responsible for overseeing and certifying the effort of all individuals working on his/her grant(s).

POLICY TYPE: FINANCE