Faculty/administrator (PI) begins with Office of Research Services (ORS) to apply for external funding. ORS refers the PI to Corporate and Foundation Relations (CFR) to begin work with the PI, in regard to prospective private funders (i.e., corporations, foundations, associations, societies, etc.) to ensure that efforts are in coordination with other ongoing approaches and endeavors at LUC. CFR works with the PI to prepare, review, and approve the proposal narrative. ORS works with PI to prepare, review, and approve budget and budget narrative.

ORS will:
1. ensure that the on-line Proposal Transmittal and Approval Package (PTAP) is initiated.
2. send a copy of the PTAP for signature to the appropriate Chair(s), Director(s), or Dean(s).
3. obtain compliance approvals as needed.
4. obtain CFR review and approval.

CFR will obtain the President’s signature for required cover letter and forward the signed and completed proposal package to the funder, with a copy to ORS

Upon receipt of award letter (as well as award agreement and schedules), CFR will promptly inform and distribute copies of documents to ORS (and SPA). CFR also coordinates required signature (from President or his designee) for award agreements. In the event that ORS receives aforementioned documents, ORS will do the same for CFR, and CFR will here, also, obtain necessary signature(s) for award agreement. ORS will coordinate with SPA to set up an Accounting Unit (AU), sharing copies of documents with CFR and the PI.

CFR, which is responsible for coordinating the University’s stewardship to the funder, will:
1. coordinate with the PI to prepare acknowledgment letter from the President, with cc to Dean and/or/Director and the PI.
2. post award acknowledgment to BSR.
3. coordinate communications and visits, as needed.

In the event that the award is determined to be a gift (see Gift/Grant Determination document), ORS sends all paperwork to CFR for processing, and removes record from PTAP.

In the event that the award is in the form of a contract, professional services agreement, or other procurement instrument, the President’s signature on the cover letter will not be required. ORS will coordinate paperwork with the PI, notify CFR, process PTAP as outlined above, and send a copy of paperwork to CFR for their information and recording.