

ACADEMIC AFFAIRS POLICY

Policy Title: GRANTS

Policy Number: 2.7.1.0

Campus: ☐ Lisle ☐ Mesa ☒ Both

Policy Status: ☐ New policy ☒ Continuing/active policy ☐ Archive policy

Supersedes: not applicable

Policy Origination/Approval Date: 11/17/2025

Review Period Annually:

Last Revision Date: 11/18/2025

Last Review Date: 11/18/2025

Next Scheduled Review: 11/18/2026

Associated Division(s): Academic Affairs

Responsible Office(s): Office of Institutional Effectiveness

Name(s) of Designated Policy Owner(s): Tim Marin

Approved By:

- **University Planning Council Subcommittee on Policies:**
Tim Marin, Ellen Ziliak 2/16/2026
- **President:**
Joseph Foy 9/11/2026

1. Purpose

The purpose of this policy is to establish a consistent, mission-aligned, and compliant framework for the development, submission, approval, implementation, and stewardship of external grants and contracts at Benedictine University.

Grant-funded initiatives support Benedictine University's Catholic and Benedictine values by advancing teaching, learning, research, and service in ways that enhance the educational mission, promote academic excellence, and provide opportunities not otherwise available through the University's operating budget.

This policy ensures that all proposals and awards:

- align with University mission, values, and strategic priorities;
- meet academic, financial, and administrative standards;
- protect University interests and resources; and
- comply with regulatory, sponsor, and accreditation requirements.

2. Scope

This policy applies to all faculty, staff, administrators, and departments on both the Lisle and Mesa campuses who prepare, submit, manage, or implement externally funded grants or contracts on behalf of Benedictine University.

It governs all externally sponsored projects, including submissions to:

- Federal agencies
- State agencies
- Local governments
- Corporations
- Private foundations
- Industry sponsors
- Subawards to or from other institutions

This policy does not apply to internal University grants, faculty development awards funded through institutional resources, or donor-funded philanthropic gifts processed through University Advancement.

3. Definitions

- **Grant:** Externally funded support for research, programs, equipment, or institutional initiatives awarded to Benedictine University by a sponsor.
- **Principal Investigator (PI) / Project Director (PD):** The faculty or staff member responsible for the design, execution, and management of a sponsored project.
- **Responsible Office:** The unit accountable for implementing and maintaining this policy (OIE).
- **Proposal Pre-Submission Form-1:** Internal institutional approval form required for all grant applications.
- **Significant Financial Interest Disclosure Form-2:** Required for certain agencies (e.g., NIH, NSF) to ensure compliance with conflict-of-interest regulations.
- **Negotiated Indirect Cost Rate Agreement (NICRA):** Federally negotiated rate used to recover facilities and administrative costs associated with sponsored projects.

4. Policy Statement

Benedictine University requires that all externally sponsored project proposals and awards be reviewed, approved, submitted, and administered through the Office of Institutional Effectiveness (OIE). The OIE serves as the University's central registration office for all grant applications and awards and maintains University records on grant submissions,

awards, renewals, and reports. Grants are awarded to the University—not to individual faculty, staff, or departments—and thus must be managed in accordance with institutional policies, sponsor requirements, and federal regulations.

All grant applications must:

- be routed through OIE for institutional review and compliance screening;
- receive appropriate approvals from Department Chairs, Deans, the Provost, and OIE prior to submission;
- include accurate budgets reflecting true salary, fringe, and indirect costs;
- use current University rates from the NICRA, where allowable;
- comply with University mission, values, legal requirements, and resource capacity.

The University will not accept grant awards from proposals that were not properly reviewed and approved before submission.

5. Procedures

Procedures for grant proposal development and submission are illustrated in the BenU Grant Application and Approval Process Flowchart.

5.1 Initiation and Early Consultation

1. Faculty or staff considering a grant proposal must consult with appropriate internal collaborators and contact the Director of Institutional Effectiveness (DIE) as early as possible—preferably one month before the submission deadline.
2. Staff must notify their supervisor; faculty must notify their Department Chair and Dean.
3. The DIE will advise on funding sources, submission timelines, required forms, and budget development.

5.2 Internal Approval

1. The PI/PD must complete Proposal Pre-Submission Form-1 and, where required, Significant Financial Interest Disclosure Form-2.
2. Required approvals include:
 - Department Chair (for faculty)
 - Dean (for faculty)
 - Supervisor (for staff)
 - Provost
3. These forms, along with a complete draft proposal and budget, must be submitted to OIE at least one week prior to the sponsor deadline.
4. OIE coordinates the collection of required signatures and final administrative approval.

5.3 Proposal Development and Submission

1. OIE provides support in proposal design, compliance requirements, budget development, and sponsor submission procedures.
2. The PI/PD retains responsibility for the intellectual content and timely preparation of the proposal.
3. Proposals must be delivered to OIE at least five business days before the sponsor's due date.
4. The ultimate responsibility for meeting the funding agency's submission deadline lies with the PI/PD.
5. The DIE serves as the University's authorized representative and may submit proposals on behalf of the institution.
6. Submission shall not occur until the DIE has reviewed all final draft documents related to the grant submission and gives permission to proceed.
7. The DIE shall be made privy to all follow-up contacts with the funding agency prior to a funding decision.

5.4 Indirect Costs and Budget Considerations

1. Indirect costs must be included in all budgets where allowable, using the current NICRA.
2. Indirect cost recovery from academic grants is distributed as follows:
 - 50% to the submitting college
 - 50% to the central administration for facilities and administrative support
3. All anticipated cost sharing or matching funds must be documented in Form-1 and approved in advance.
4. Work on grant proposals and programs is considered part of the faculty/staff member's normal duties and responsibilities. Grant budgeted funds requested for salary reimbursement must reflect the actual salary of the individual(s) involved.

5.5 Ownership of Grant Products

Unless otherwise specified in a grant or contract:

- Unless otherwise specified in a grant or contract, all grant products (including copyrights and patents) developed during normal contract periods shall be shared equally between Benedictine University and the individual Principal Investigator/Project Director.
- All grant-funded materials and equipment purchased with sponsor funds are University property.

5.6 Post-Award Administration

1. OIE notifies the PI/PD and Business and Finance Office upon award.
2. The Director of Planning and Analysis will assist in establishing the grant budget account.
3. The PI/PD is responsible for:
 - Managing the project budget
 - Conducting program activities

- Meeting reporting requirements
- 4. OIE provides reminders, compliance oversight, and assistance with reporting as needed.
- 5. All reports submitted to funders must also be sent to OIE for institutional recordkeeping.

5.7 Exceptions

Exceptions to timelines may be granted when justified (e.g., short turnaround from sponsor notice to deadline), but the responsibility to contact OIE promptly rests with the PI/PD.

6. Related Policies and Documents

- BenU Grant Application and Approval Process Flowchart
- Policy on Policies
- Conflict of Interest Policy
- Research Misconduct Policy
- Faculty Handbook
- Staff Handbook
- University Strategic Plan
- Proposal Pre-Submission Form-1
- Significant Financial Interest Disclosure Form-2
- NICRA (on file with Business and Finance)

7. Related Forms

- Proposal Pre-Submission Form-1 (OIE website)
- Significant Financial Interest Disclosure Form-2 (OIE website)
- Grant Proposal Budget Template (OIE website)