# Kansas City University Grant Process

The process of seeking and obtaining an externally funded research, training, or philanthropic grant can be a complicated process. KCU has established a process for obtaining pre-award approval, submission, and post-award compliance. Below is a high-level summary of the process any member of KCU should comply with in obtaining necessary approvals for grants, submitting grant applications, and receiving funds under an approved grant.

**Pre-Award**

**Step 1 - Idea and Initial Planning**

- The Principal Investigator/Program Director will work the Grants Administrator or Philanthropy office to initiate the grant review process by completing the KCU Grant Routing Form at https://mykcu.kansascity.edu/research/extramural-grants.

- Please submit the KCU Routing Form to the Grants Committee: grantscommittee@kansascity.edu.  Note that the Grants Committee will review all submissions at its next regularly scheduled committee meeting (committee meets monthly).

- The Grants Committee members will review the information provided and either approve or provide feedback regarding what, if anything, needs to be provided to proceed to next step.

- For grant requests of $5,000.00 or less, the Grants Committee may approve the grant request via email, based on a properly completed and submitted KCU Routing Form, without requiring a review at a Grants Committee Meeting. In such instances, the Grants Administrator will notify the Principal Investigator/Program Director of the approval or denial of the grant request within five business days of the Grants Committee determination. The Principal Investigator/Program Director will still be required to ensure compliance with all KCU post award grant.  Employee can move to Step 5.

- Initial approval or feedback to continue developing the final grant proposal will be provided within five business days of the Grants Committee meeting.

**Step 2- Drafting of Proposal**

- The individual submitting the proposal needs to work with the Grants Administrator or Philanthropy office as necessary to complete and include all necessary details and requirements for the submission and approval of the grant.

- If contractual language is involved, or if you anticipate intellectual property or technology transfer issues, this will need internal legal review prior to submission, please contact Jessie James, jjames@kansascity.edu.

- After the Grant Routing Form is approved by  the Grants Committee, either the Vice-Provost of Research or the VP of Philanthropy of Alumni Relations will review and approval the final proposal prior to submission.

**Step 3- Finance Review**

- The Grants Administrator will send the final budget and budget justification to the Senior Accountant for initial review and approval.

**Step 4-Final Approval**

- The Grant Routing Form, budget, budget justification, and funding announcement will be submitted to the Grant Committee via [grantscommittee@kansascity.edu](mailto:grantscommittee@kansascity.edu) for final Financial review at the next regularly scheduled grants committee meeting.  Note that the grants committee meets every month and will only review and issue approvals or denials at each committee meeting.  Submissions should be made at least 5 business days prior to each committee meeting in order to be included in that month's review agenda.  The submission of the Grant Routing Form is required, but all questions and concerns regarding the grant application should be resolved prior to submitting the final Grant Routing Form.
- Final approval / denial will be documented for each grant proposal on the  Grant Submission Tracking Log which is reviewed at each monthly grants' committee meeting.
- Full proposals need not be reviewed by the entire Grants Committee. The Provost and VP of PAR are responsible and accountable for all proposals that are submitted through their respective offices**.** The Finance Office will review and approve all budgets that are included with proposals.

**Step 5-Grant Submission**

- All grant submissions are completed by the Grants Administrator or the Philanthropy Office, as appropriate.

**Post Award**

**Step 6-Award set-up**

- Upon notification of award (contract or grant agreement/letter), the Grant Administrator or the Philanthropy office will send the agreement/contract to the legal department for review (sponsored project terms and conditions) and approval before obtaining  the authorized signatory (Vice-Provost of Research).

- After award but prior to set-up, all other compliance conditions must be met.

**Step 7-Finances**

- Once a fully signed and approved contract or grant agreement/letter is received from the Vice-Provost of Research, the Grants Administrator will send a copy of the approved contract or grant agreement/letter and required reporting details to the Finance Department.

- Senior Accountant will set-up a grant work-tag to properly track the expenses of the contract or grant.  He/she will send the grant work-tag number to the  PI/PD and Grants Administrator.

- PI/PD must comply with the Finance Grant Procedure and all requisite reporting required thereunder.

**Step 8- Communication Plan**

- If appropriate the Vice-Provost of Research will work with the P.I. and University Relations to develop both internal and external communication plans announcing the grant/gift.

**Step 9-Grant Management**

- After the Senior Accountant sends out the monthly grant summary reports, the Grants Administrator will meet with the PI/PD to review the budget to actual reports (at least quarterly but no more than monthly) for any extramural grant.

**Step 10-Close Out**

- Once the grant is concluded, complete and all necessary reports have been submitted the Grant Administrator will work with the PI/PD on completing the KCU closeout checklist at https://mykcu.kansascity.edu/research/extramural-grants.  If required by the terms of the award, any unexpended funds at the grant expiration will be returned to the awarding agency.