
WEST VIRGINIA BOARD OF REGENTS

950 Kanawha Boulevard, East / Charleston, West Virginia 25301

Telephone 304 348-2101

*Title 128
procedural rule*

~~POLICY BULLETIN NO.~~

Series 28

~~JUNE 12, 1984~~

POLICY REGARDING THE SUBMISSION OF GRANT APPLICATIONS AND PROPOSALS

Section 2 Procedures

RESOLVED, That the West Virginia Board of Regents hereby revises its policy regarding the submission of grant applications and proposals by colleges and universities in the West Virginia system of higher education.

2.1.2. Summary of Policies

- A. The Board shall exercise its responsibility for review and approval of grant applications and proposals through the administrative procedures of the Board's Central Office, and through appropriate delegation to the Presidents of the institutions.
- B. All grant applications and proposals calling for either (1) the development of a new academic program (2) the offering of an existing program out-of-state or (3) commitment of Board of Regents resources beyond the scheduled completion of the project must be submitted for approval by the Board of Regents prior to submission to a funding agency. Requests to plan or initiate new academic programs must be submitted and approved in accordance with established Board of Regents' policies, including Administrative Bulletin No. 23.

Policy Bulletin No. 28 (continued)

- C. All other grant applications and proposals, including those containing elements which might lead to the development of a new academic program at some future date, may be submitted by the institution to a funding agency, and reported to the Board on a monthly log sheet.
- D. An application or proposal which is not approved by the Board of Regents must be withdrawn from the funding agency.
- E. Except as provided in paragraph B. above and in Administrative Bulletin No. 23, nothing in the Policy Bulletin shall preclude an institution's timely submission of an application or proposal to a funding agency, as necessary to comply with application deadlines, when the project for which funding is requested is in accordance with the Board of Regents' policy.
- F. It is the responsibility of the institution to ensure that a grant application or proposal is consistent with Board policies and that required resources are available in the approved budget.
- G. The procedures contained in Section II of this Policy Bulletin are designed to ensure that the colleges and universities provide adequate information to the Board of Regents regarding grant applications and proposals.

2.2 ~~II~~ I. Procedures for Submission and Approval

- A. Each institution shall submit, on a monthly basis, an institutional log sheet ~~(see Appendix A)~~. If the institution is able to certify on the log sheet that an application; 1) does not commit the Board to future funding 2) does not establish a new degree program and 3) does not offer an existing program out of state, then no additional information will be required, unless specifically requested. Noncertification of the aforementioned conditions will necessitate submission of the full proposal to the Board for review and approval.
- B. Submitted proposals will be reviewed in accordance with the administrative procedures of the Board's Central Office.
- C. Disapproval of an application or proposal, as well as

WEST VIRGINIA BOARD OF REGENTS
 INSTITUTIONAL LOG SHEET FOR
 GRANT APPLICATIONS AND PROPOSALS

INSTITUTION: _____
 INSTITUTIONAL COORDINATOR: _____
 DATE LOG SUBMITTED TO BOR: _____

1 DATE SUBMITTED	2 INSTITUTION NUMBER	3 TITLE OF PROPOSAL	4 SEE NOTE *	5 FUNCTION (SEE CODE)	6 FUNDING AGENCY	7 TOTAL REQUEST ----- CURRENT YEAR AMOUNT	8 ACTUAL PROJECT BUDGET BOR OTHER	9 OTHER AGENCY ACTION

I certify that the proposals on this page, except those appropriately checked, do not 1) establish any new degree programs 2) commit the Board to expenditures or other obligations after project completion or 3) operate any existing program out-of-state.

1) Research and Development
 2) Instruction or Training
 3) Community, Public Service and Extension
 4) Professional Development
 5) Fellowship or Traineeship
 6) Library
 7) Equipment
 9) Facilities
 10) Unrestricted
 11) Other (Specify)

 President or Institutional Coordinator

Page Four of Four

Policy Bulletin No. 28 (continued)

questions raised in the course of review by the Board staff, will be communicated to the submitting institution. An award cannot be accepted until the questions or concerns are resolved. A proposal or application which is not approved by the Board must be withdrawn from the funding agency.

- D. Minor changes in a funded proposal may be noted on the log sheet. If a proposal is modified in content, method of implementation, or budget to such an extent that a new proposal is written, the institution shall resubmit the proposal in accordance with the procedures specified in Section ~~II.A~~ of this ~~Policy~~ *Series* Bulletin 28. 2.2.A
- E. Each grant application or proposal shall be included on the monthly log report until final action is taken by the funding agency.

Approved: West Virginia Board of Regents
October 3, 1972

Revised: June 7, 1983

Revised: June 12, 1984

WEST VIRGINIA BOARD OF REGENTS

950 Kanawha Boulevard, East / Charleston, West Virginia 25301

Telephone 304 348-2101

*Title 128
procedural rule*

~~POLICY BULLETIN NO. e~~

Series 28

~~JUNE 12, 1984 e~~

POLICY REGARDING THE SUBMISSION OF GRANT APPLICATIONS AND PROPOSALS

Section 2 Procedure

RESOLVED, That the West Virginia Board of Regents hereby revises its policy regarding the submission of grant applications and proposals by colleges and universities in the West Virginia system of higher education.

2.1.2 Summary of Policies

- A. The Board shall exercise its responsibility for review and approval of grant applications and proposals through the administrative procedures of the Board's Central Office, and through appropriate delegation to the Presidents of the institutions.
- B. All grant applications and proposals calling for either (1) the development of a new academic program (2) the offering of an existing program out-of-state or (3) commitment of Board of Regents resources beyond the scheduled completion of the project must be submitted for approval by the Board of Regents prior to submission to a funding agency. Requests to plan or initiate new academic programs must be submitted and approved in accordance with established Board of Regents' policies, including Administrative Bulletin No. 23.

**TITLE 128
PROCEDURAL RULES
WEST VIRGINIA BOARD OF TRUSTEES**

**SERIES 28
POLICY REGARDING THE SUBMISSION OF
GRANT APPLICATIONS AND PROPOSALS**

§128-28-1. General.

Scope. -- This rule establishes the procedure for submission of grant applications.

1.2. Authority. -- W. Va. Code §18-26

1.3. Filing Date. -- April 12, 1984

1.4. Effective Date. -- June 12, 1984

§128-28-2. Procedure.

2.1. Summary of policies:

(a) The Board shall exercise its responsibility for review and approval of grant applications and proposals through the administrative procedures of the Board's Central Office, and through appropriate delegation to the Presidents of the institutions.

(b) All grant applications and proposals calling for either (1) the development of a new academic program (2) the offering of an existing program out-of-state or (3) commitment of Board of Trustees resources beyond the scheduled completion of the project must be submitted for approval by the Board of Trustees prior to submission to a funding agency. Requests to plan or initiate new academic programs must be submitted and approved in accordance with established Board of Trustees' policies, including Administrative Bulletin No. 23.

(c) All other grant applications and proposals, including those containing elements which might lead to the development of a new academic program at some future date, may be submitted by the institution to a funding agency and reported to the Board on a monthly log sheet.

(d) An application or proposal which is not approved by the Board of Trustees must be withdrawn from the funding agency.

(e) Except as provided in paragraph (b) above and in Administrative Bulletin No. 23, nothing in this rule shall preclude an institution's timely submission of an application or proposal to a funding agency, as necessary to comply with application deadlines, when the project for which funding is requested is in accordance with the Board of Trustees' policy.

(f) It is the responsibility of the institution to ensure that a grant application or proposal is consistent with Board policies and that required resources are available in the approved budget.

(g) The procedures contained in Section 2 of this rule are designed to ensure that the colleges and universities provide adequate information to the Board of Trustees regarding grant applications and proposals.

2.2. Procedures for submission and approval.

(a) Each institution shall submit, on a monthly basis, an institutional log sheet. If the institution is able to certify on the log sheet that an application; (1) does not commit the Board to future funding; (2) does not establish a new degree program; and (3) does not offer an existing program out of state, then no additional information will be required, unless specifically requested. Noncertification of the aforementioned conditions will necessitate submission of the full proposal to the Board for review and approval.

(b) Submitted proposals will be reviewed in accordance with the administrative procedures of the Board's Central Office.

(c) Disapproval of an application or proposal, as well as questions raised in the course of review by the Board staff, will be communicated to the submitting institution. An award cannot be accepted until the questions or concerns are resolved. A proposal or application which is not approved by the Board must be withdrawn from the funding agency.

(d) Minor changes in a funded proposal may be noted on the log sheet. If a proposal is modified in content, method of implementation, or budget to such an extent that a new proposal is written, the institution shall resubmit the proposal in accordance with the procedures specified in Section 2.2(a) of this Series 28.

(e) Each grant application or proposal shall be included on the monthly log report until final action is taken by the funding agency.