

**TITLE 131
PROCEDURAL RULES
WEST VIRGINIA BOARD OF DIRECTORS**

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

§131-28-1. 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

§131-28-2. 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 Directors resources beyond the scheduled completion of the project must be submitted for approval by the Board of Directors 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 Directors' 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(d) An application or proposal which is not approved by the Board of Directors must be withdrawn from the funding agency.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 Directors' 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 Directors 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.