Contracts, Grant Writing, Grant-Funded Work Re-Assigned Time Guidelines

These guidelines apply to all College of Education and Human Development (COEHD) faculty and staff who are involved in grants that are funded either internally or externally through the COEHD or the University. See University Rule 15.01.01.C1 Externally Funded Grants and Contracts

Communicating the Intention to Submit a Grant Proposal or Contract:

**Applicants must inform their respective department chairperson about their intent prior to initiating substantive work on a grant or contract.** (The attached Form A, Notification of Intention to Develop a Grant/Contract Proposal, should be used for this purpose.)

**Department chairs are responsible for providing this information to the Dean in a timely manner.**

This policy is required to insure that grant submission efforts are coordinated across the College and University. Such coordination will insure that faculty are teamed with appropriate partners and will help avoid duplication of effort within the COEHD with other units of the University.

Guideline on Grant-Funded Work Reassigned Time:

**All grant-funded workload reassignment requests must be approved in advance by both the respective departmental chairperson and the dean.** (The attached Form B, Request for Grant-Funded Workload Reassignment, should be used for this purpose.)

Potential applicants are strongly encouraged to consider the need for the reassigned time before applying. Applicants are further encouraged to act so as to insure quality completion of regularly assigned work assignments.

The procedure for requesting a grant-funded work overload/reassignment is as follows:

1. The applicant completes and submits a *Request for Grant-Funded Work Reassignment form and completed grant proposal* to the appropriate departmental chairperson and the Dean;
2. The chair reviews the request and discusses it with the applicant, as necessary;
3. The chair forwards the request and grant proposal whether approved or unapproved to the Dean;
4. The Dean, at his or her discretion, may elect to meet with the applicant and the chairperson to discuss the request;
5. The Dean approves or denies the request.

The Dean forwards the completed form indicating approval or denial to the chairperson and the applicant. The Dean also forwards approved requests to the COEHD business coordinator for communication with payroll. Usually, if a faculty member has reassigned time during a given semester, that faculty member will not be eligible for any course overloads.

Form A: Notification of Intention to Develop a Grant Proposal
Form B: Request for Grant-Funded Workload Reassignment