



**Alcorn**  
State University

## MEMO

February 11, 2019

**TO:** Deans, Chairs, Faculty, and Staff

**FR:** Donzell Lee   
Interim President

**RE:** **NOTIFICATION & APPROVAL PROCESS |  
GRANTS, CONTRACTS & SPONSORED PROGRAMS**

The Offices of Research & Sponsored Programs, Title III, Finance & Administrative Services, and Grants & Contracts, as well as the School of Agriculture and Applied Sciences collaborate with Alcorn researchers, faculty and grant writers to provide effective and efficient external funding administration throughout the research award process. This commitment to efficiency reduces waste, redundancy, complaints, and accounting discrepancies. To ensure the process yields high satisfaction, success, commitment, trust and support among our research faculty and all concerned, it is important that grant submissions (from *identification of funding opportunities* → *proposal development* → *timely submission* → *award negotiation* → *acceptance* → *account setup/modifications* → *award management and reporting* → *closeout*) follow outlined processes, protocols, and procedures.

As an important threshold, any and all proposals for internal and/or external funding must be initiated in writing (electronically) through the Office of Research & Sponsored Programs at the point of identification of a viable funding opportunity. Mr. Alfred Galtney, director of sponsored programs, must be notified and will work with the prospective principal investigator from initial application and throughout the subsequent steps required for ultimate funding, reporting and close-out. Notification of Mr. Galtney at the initial, triggering step is reasonable and necessary to achieve complete and consistent outcomes, while ensuring alignment with university, IHL, auditing, and state/federal guidelines. Additional critical and sensitive parties will also be notified digitally as the university is currently working in collaboration with CITS to develop a dashboard to streamline notifications, coordinate resources, track progress, run analytics, provide reports, and automate electronic monitoring. Thus, notify the Office of Research & Sponsored Programs prior to solidifying identification of a funding source and especially before submitting a proposal. Failure to adhere to this employment requirement is grounds for disciplinary action, including termination.

Indeed, the current national trend of higher education appropriations reductions requires Alcorn to increase external funding to support, enhance, and elevate the university's research portfolio. The university cannot afford missteps from insufficient collaboration. If Alcorn is to manifest its applied research-oriented mission and support faculty and staff researchers and grant writers, our practices must be robust, customer friendly, continuously improving and evolve in light of the shifting funding landscape in higher education. Your usual cooperation is appreciated.

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