

**Grant Project Review and Approval Guidelines for Faculty**  
**Updated: July 2023**

**1. Purpose**

The UW Tacoma School of Education (SOE) recognizes and supports faculty scholarship and grant-funded activities. This document defines what the Office of the Dean requires of all SOE faculty who engage in and pursue a grant-funded project to ensure all pre-award requirements are met and timely communication occurs at all levels of the approval process (from the academic unit, to UW Tacoma administrators, to UW's Office of Sponsored Programs, and to the sponsor if applicable).

Related links for grants management and processes at UW Tacoma are at the UW Tacoma Office of Research at <https://www.tacoma.uw.edu/or>. Additionally, the faculty member is responsible for adhering to UW Tacoma's grants-approval and submission policies: <https://www.tacoma.uw.edu/or/conducting-research-uw-tacoma>.

**2. Types of Grant Projects (there may be overlap between categories)**

- **Category A:** The grant has minimal impact to other faculty or staff members' workloads. It will primarily impact the grant-seeking faculty member's salary or schedule (e.g., course buyouts, covering portion of salary). Examples include research grants or seed-money grants.
- **Category B:** The grant's scope will impact the workload of other faculty members, or will have significant impacts to other SOE staff members' time. Examples include a K-12 professional-development grant that will require stipends to be processed to participating teachers.
- **Category C:** The grant will impact curriculum/courses, fieldwork, and/or the nature and scope of the SOE's partnerships. Examples include curriculum, partnership, or program redesign grants. These types of projects should, at a minimum, go to the affected program area's faculty for discussion prior to a meeting with the Dean's Office. The SOE Dean may require additional discussion and feedback with program-area faculty or all SOE faculty before the proposal is fully approved.

**3. Planning & Pre-Approval Requirements**

*If a face-to-face meeting is not possible, then a phone/Zoom conference (preferred) or electronic communication are acceptable alternatives.*

Prior to routing a grant proposal and budget through the System to Administer Grants Electronically (SAGE) system for approval, the faculty member should meet with Ed Armijo, SOE's Data and Grants Manager in the Office of the Dean, to review the grant at least two (2) weeks in advance (for **Category A or B**). Please contact him directly to set up a brief overview meeting. Maria Hamilton, SOE's Director of Operations in the Dean's Office, may join if there are complex budgetary requirements; she may also serve as a back-up if he is out of the office.

Prior to the overview meeting, send a copy of the draft budget, grant RFP link (if applicable), and the grant proposal in advance if possible, or bring copies to the meeting. Points of discussion in the meeting may include the following as applicable:

1. What is start/end (duration) of the grant?
2. What are the potential impacts to course load (course buyouts, and/or will teaching overload need to be considered and pre-approved)?
3. Will there be summer salary included, and if so, for how many months each summer?  
*Note: it no longer is acceptable to use a course buyout planned for the academic year as summer salary later from the SOE. The course buyout or the approved teaching overload compensation should be taken during the academic year as planned for during the grant proposal.*
4. Will there be a need to hire resources on the grant, such as grant staff or student workers? If so, when, and identify any space, equipment, software, etc. needs.
5. What is the F&A or the Indirect rate on the grant? If there is none or less than the standard rate is being requested, explain why. *Note: UW Tacoma's Finance and Administration Division is the final authority for approving grants that have indirect rates below the standard.*
6. Do you anticipate any expenses (e.g., supplies, copies, travel, software, etc.) that may not be covered by the grant? Explain what they are, why they are not being included in the grant proposal. Include an estimate of all costs. If there a match requirement from the grant, please bring information (i.e., the RFP) that identifies the requirement.
7. Do you anticipate impacts to SOE staff time (examples: processing stipends, assisting with hiring, etc.)? If so, estimate when these events could occur within the year.

Projects falling under **Category C** (see Section II above) should be discussed with the impacted program area's full-time faculty and SOE's Dean. Plan for at least two (2) months in advance to discuss your project. *Note: these discussions may or may not be able to occur during SOE faculty meetings; a separate meeting may need to be established to ensure enough time for thoughtful discussions about program impacts. Also, many course-level or curriculum changes may require an SOE-wide faculty vote and other types of UW approvals that have curriculum oversight. All UW approvals must be cleared before a project of this scope may be implemented.*

*Note: If no communication occurs between the faculty member and the SOE Dean's Office, or if the communication does not occur with the requested time-frames as noted above, then approval of the grant proposal is not guaranteed.*

#### **4. Routing & Approval in SAGE**

**As soon as possible**, please inform Ed Armijo, Rachel Endo, and Maria Hamilton when you anticipate this grant proposal routing in SAGE for approval. It is imperative to provide as much notice as possible to approve the grant proposal/budget in Sage. The minimum notice required for review by the SOE Dean is **four (4) business days**. If less notice is provided, then there is no guarantee that the proposal will be approved on time.

#### **5. Advance Expense & Salary Coverage**

SOE will not cover expenses, including any salaries or stipends, prior to the funding of a grant award. Please do not commit to work efforts, hire staff/resources, execute course buy-outs, resources, etc. until the award is received. Any requests for exceptions must be justified by the faculty member and approved in advance by the SOE Dean.

**6. Indirect Cost Recovery Funds (ICRs)**

The UW system and UW Tacoma campus tax academic units on indirect-cost recovery (ICR) monies. Funds that flow back to the SOE each year are currently used to offset grant-related expenses across the unit that are not covered by grant budgets or potential shortages at the close of grants that are due to adjustments made by faculty PIs. Therefore, we are unable to, at this time, provide any indirect funds back to individual faculty PIs.