

Youngstown State University
School of Graduate Studies and Research

Internal Academic Affairs Policy for Development and Requests for Federal or State Set-aside Funding for Projects in the Academic Division

Background: In recent years Youngstown State University has become quite successful in working with our congressional/legislative representatives in establishing set-asides or appropriated funds within several funding/authorization bills for specific projects within the Academic Division. Because many of the programs established through this mechanism require matching institutional resources, either as in-kind, cash, or human resources, and because the Academic Division has limited resources to support all of its activities, this policy will permit full discussion and disclosure of all requests for federal or state set-aside funding for projects within the Academic Division. This policy will permit all units within the Division to be aware of such requests prior to their submission and will allow a full analysis of Divisional consequences resulting from such requests.

Framework and Procedures: It is the policy of the Academic Division that any request for funding/budget allocations through any legislative process, from any Unit/individual within the Division, must be reviewed by the Provost and discussed by the Deans Council prior to external submission. No individual within the Academic Division is authorized to make such external requests prior to this internal review process and approval. Approved requests will be forwarded by the Provost, to the President of the University for review and approval prior to being submitted externally. In the event that “time is of the essence” an emergency meeting of the Deans Council will be convened by the Provost to facilitate review. In addition, all written descriptions of an approved external request will be copied to the Office of Grants and Sponsored Programs as eventual funding is normally accomplished through a federal or state “grant” to the University. Normal procedures specified in the “Guide to Sponsored Program Development” will apply to such grants. The Dean of Graduate Studies and Research is designated as the official “Authorized Institutional Representative” for grants/sponsored programs, with signature authority for such grant applications under Board of Trustees Policy #1013.01.

- Any individual within the Academic Division, who proposes to submit, or is asked to submit, any request for funding/budget allocations through any legislative process, will inform the Provost prior to making any external request.
- The Provost will review the proposal/request for possible impact on Divisional resources and should an impact be identified convene the Deans Council for a full discussion of resource implications and comments/recommendations.
- Approved requests will be forwarded by the Provost to the President of the University for review and approval prior to being submitted externally.
- Requests approved by the Provost and President will be communicated to the external contact and copied to the Office of Grants and Sponsored Programs to notify that office of possible future grants and permit tracking of the legislative process that may result in a future grant to the University. Submitted requests will also be copied to the Development office.
- Eventual grant proposals submitted to access legislated funds will conform to existing university policy for grants and sponsored programs as promulgated under Board of Trustees Policy #1013.01.