



**Title: #VII-5. Grant Seeking Guidelines**

**Date: February 28, 2025** (Replaces version dated July 24, 2015)

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Faculty and staff are encouraged to pursue grant funding for college programs and activities consistent with the stated mission and strategic plan of WVU Parkersburg. Grant proposals must be tracked to ensure all development efforts are complementary and supportive of the goals and objectives of the college. A centralized record of grant-seeking is an important tool in the institution's overall funding plans and may help to maximize grant seeking efforts.

No person shall commit WVU Parkersburg to an institutional monetary match or to sustaining a project or program beyond the grant term without authorization by the Chief Financial Officer, the President, and/or the Executive Vice President for Academic Affairs.

Regardless of the source of funding, all positions at WVU Parkersburg will be filled in accordance with the institution's policy regarding nondiscrimination and will require submission of an appropriate job description for classification and compensation purposes. Therefore, when grant proposals request funding for personnel, the positions described in the proposal must have had prior review and approval by the Director of Human Resources. Existing and proposed staffing levels and structures will be considered, as well as appropriate position titles, classification, and compensation, as determined by Human Resources professionals. This review requires prior consultation and advance planning.

Guidelines for Grant Development

1. Grant seeker/project coordinator completes the [Grant Proposal Form \(found on the Forms page\)](#) outlining the ideas for the grant and any assistance and/or information needed for the development of the proposal or application.
2. Upon approval of the Grant Proposal Form, the grant seeker/project coordinator will contact any necessary parties for assistance in writing the grant application and in preparing it for submission.
3. The completed grant application and all required attachments will then be routed to the individuals listed on the [Grant Routing Form \(found on the Forms page\)](#) for final approval.

4. Upon approval by all of the individuals included on the Grant Routing Form, the application shall be submitted to the President for final approval, signature and submission.
5. The Grant seeker/project coordinator will provide a copy of the final grant submission package and both routing forms to the Executive Vice President, the applicable Dean, and Business Office for recordkeeping purposes.

### Reporting Grant Notices

The grant seeker/project coordinator shall provide copies of the notice of grant award to the President and the Grants Specialist in the Business Office. If a check accompanied the award, it must be deposited in the Business Office. The Business Office will establish a departmental activity code from which the funds will be drawn and financial activity will be tracked. The grant seeker/project coordinator shall arrange for the Business Office to invoice the WVU at Parkersburg Foundation, Inc., for any funds received on behalf of the college by the Foundation from private sources and arrange for the funds to be deposited in the proper college account.

If the grant submission is rejected, the grant seeker/project coordinator shall provide a copy of a notice of rejection to the President, the Executive Vice President, and the Business Office.

### Grant Implementation

The grant recipient/project coordinator is responsible for ensuring that WVU at Parkersburg complies with all grant requirements, including periodic financial and program narrative reporting, ensuring availability of matching resources, and utilization of funds. The grant recipient/project coordinator will work closely with the Grants Specialist to ensure that any deadlines identified in the contract/grant are met in a timely manner.

Once the grant funds are deposited in the appropriate account and a departmental activity code has been assigned, the grant recipient/project coordinator may spend the funds according to the guidelines set forth in the grant.

The grant recipient/project coordinator is responsible for sending a thank-you letter to the funder. He or she should also consider photo opportunities and/or news coverage of the grant award, as such documentation may be valuable to include with the thank-you letter or with the evaluation report usually done at the end of the grant period. These efforts should be coordinated with the Marketing department.

**Responsible Administrator: Chief Financial Officer, 304-424-8228**