

March 8, 2007

TO: WMU Community

FROM: Janet I. Pisaneschi, Provost and VP for Academic Affairs

**PROVOST'S OFFICE REVIEW OF PROPOSALS FOR EXTERNALLY FUNDED GRANTS AND CONTRACTS**

Effective Monday, March 12, 2007, the Office of the Provost and Vice President for Academic Affairs will review proposals for externally funded grants and contracts according to two guidelines:

1. Provost's office review and approval is required for those proposals being submitted by units in academic affairs or submitted by other areas but including participation by units in academic affairs when:
  - a. The proposal contains college match/cost share greater than \$25,000 and/or
  - b. The proposal contains match/cost share assigned to a provost's fund/cost center.
  
2. The Office of the Provost and Vice President for Academic Affairs assumes no responsibility, financial or otherwise, for obligations contained in grant proposals that are:
  - a. Received in Academic Affairs after submission,
  - b. Lacking written documentation that shows by whom additional resource issues have been resolved, and/or
  - c. Unaccompanied by certification from the Office of the Vice President for Research for accuracy of budget and for prior review by all necessary parties.

The provost's refusal to assume responsibility for obligations in such proposals is independent of department and college or other unit commitments and does not negate those commitments and responsibilities.

The provost's office will no longer be signing Proposal Approval Forms for the purpose of approving international travel at the proposal stage but will, of course, continue to review and approve international travel prior to actual travel.

To allow adequate time for review, proposals and their proposal review and approval forms should arrive in the provost's office two business days prior to the day of submission. For questions or additional information, please contact Eileen B. Evans, vice provost for institutional effectiveness, at 387-2314.