



## Grants Internal Clearance Process

From the [Proposal Preparation and Grant Management Guide \(PPGMG\)](#):

“All\* proposals for grants to the College, even those in support of the research/scholarly activity of an individual faculty member, must be reviewed and approved by appropriate College officials. This review is necessary because the college accepts legal responsibility for the project. This review also clarifies the implications of the project and thus strengthens the proposal. You can initiate the clearance of your proposal with the Grants, Foundation and Corporate Relations office.”

*\*If a PI submits a pre-proposal or letter of inquiry that does not require a budget, the clearance process can be delayed until invited to submit a full proposal.*

To initiate clearance, FGCR needs:

- The grant intent form: this is sent via an email link to Slate and completed by the PI. In the case of Co-Pi's, FGCR must manually add a Co-PI or request that one of the PIs add the Co-PI.
- The clearance form: this is sent via an online form through Slate to start the process.
- The narrative: this can still be in draft form, which means the PI or Co-PIs can still be working on it while FGCR sends it for internal review.
- The budget (if required): this should be in a fairly final state.

Currently, we conduct an internal review by email (we are working to develop an integrated SLATE clearance process in 2024-2025). The constitution of the email recipients changes slightly depending on the reporting line of the person proposing the externally funded project.

### **Email to:**

#### **Primary Clearance members for All Requests (faculty & institutional)**

\*Lisa Anderson-Levy

\*Patricia Langer

Thomas Halverson

Dave Berglund

Alina Wong

Kathryn Kay Coquemont

\*Full proposal approval requires an okay from at least three of the primary email recipients; two of which must be Lisa Anderson-Levy and Patricia Langer. Dave Berglund may approve on behalf of Patricia when necessary.

#### **Add the appropriate Leader if Institutional requests falls within their division line:**

Jen Haas

Jeff Allen

JoAnna Curtis



**Always CC:**

*Carley Stuber*

*Marga Miller*

*Paul Overvoorde*

*Bethany Miller*

*Melissa Ketter*

*Erika Schwichtenberg*

*Brian Carlson*

*Katie Aulwes Latham*

- ***If PI is a faculty or staff member***, use the Primary Approval list, and add the appropriate leader if an Institutional request falls within their division line, and use the Always CC list.

FGCR team email tips:

- In the email subject line, you should indicate when the proposal is due **\*\*PLEASE NOTE:** all proposals to NSF are due internally two days before the NSF deadline, so that the Provost has time to do her part of the submission.
- You will need to highlight any Macalester matching funds associated with the request. For fellowship submissions, this would include whether the faculty member will need the top up funds provided by the college (see section on Salaries in the PPGMG).
- You should also indicate whether indirect funds are allowed.
- The person who sends the proposal around for internal review is generally responsible for answering any questions that might arise during that process.

Sample email:

*Hello All,*

*Attached are the draft narrative, budget, and clearance form for Mary Heskel's proposal to the Department of Energy, Environmental System Science program. Mary is a new faculty member in Biology who will be joining us in the fall. Her research is collaborative with the University of Minnesota (UMN) and the University of Virginia (UVA). Melissa will be reviewing both of the other organizations to ensure there are no issues subawarding some of the work to them.*

*The budget for this program is limited to a total of \$300,000, and as of today we only have UVA's budget (included under subawards in the attached budget). As a result, the clearance form reflects the expectation that the UMN budget will take the total request to \$300,000. I will update the group once we have the information on the UMN budget.*

*Please let me know if you have any questions,*



*Thank you,*

Sample email with match:

*Hi All,*

*Attached you'll find clearance materials for Catherine Chang's proposal to the Woodrow Wilson National Fellowship Foundation for their Career Enhancement Fellowship for Junior Faculty opportunity, including a draft of her Personal Statement, Research Plan, and a clearance form. The fellowship is funded by the Andrew W. Mellon Foundation, and the proposal is due on Friday, October 27.*

*This fellowship would allow Catherine to extend her sabbatical to a full year for next academic year 23-24. The amount of the award is \$30,000 and no budget is required. Catherine will be eligible for some Provost top-up funds for this fellowship year, likely around \$10,000. Indirects are not allowed on this award.*

*Please let me know if you have any questions.*

*Best,*

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Questions by the Clearance Process email recipients are answered in the thread unless a side-bar thread is helpful to delve deeper into a particular detail.