

**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: University Reporting of Applications for External Funding

NUMBER: 8:3

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1. Purpose

This policy and its procedures provide the mechanism for collecting required information in order to report to the Executive Director of the SDBOR on applications for extramural funding as required in SDBOR Policy 5.2. This policy and procedures also provide a mechanism for documenting information regarding proposed research and scholarly activity for University uses, including: compliance with federal and state regulations; compliance with SDBOR and University policies; and for institutional planning and reporting.

2. Policy

- a. All applications for extramural funding must be approved by the University prior to submission to potential sponsors. Applicants are to initiate the approval process at least seven (7) working days prior to submission deadlines.
- b. All applications, including related budgets, must be approved by the Associate Vice President for Research, or successor, before submission to a potential sponsor.
- c. Pre-applications or pre-proposals that simply present a total dollar amount to be requested and do not also present a detailed budget do not require University prior approval by the Associate Vice President for Research, or successor. If a pre-application or pre-proposal requires any budgetary information beyond a single total dollar value, the pre-application or pre-proposal and all necessary information for the pre-proposal must be submitted for approval by the Associate Vice President for Research, or successor, before submission to the sponsor.

3. Procedures

- a. All information regarding an application for extramural funding is to be submitted for institutional approval utilizing the online routing system available through the Office for Research and Sponsored Programs page on InsideState.
- b. University approval from the Associate Vice President for Research, or successor, must be received before an application is submitted to a sponsor for extramural funding.

4. Responsible Administrator

The Vice President for Research, successor, or designee is responsible for annual and ad hoc review of this policy and procedures. The University President is responsible for approval of this policy and procedures.

SOURCE: Approved by President on 01/21/2014. Revised 01/31/2024 (clerical).