

APS Boards and Offices

Process for Submitting Proposals for Extramural Funding

On several occasions, APS has applied for and obtained extramural grants to support certain activities within the society. These have included efforts to compile lists of potentially serious invasive pathogens, or hosting workshops, such as the one that led to a proposal for a National Center for Plant Biosecurity. Indeed, grants can represent an important revenue source that allows APS to carry out its “agenda” without tapping into member services or other budgets. However, grants also represent an institutional commitment to fulfill the stated objectives. For this reason, there needs to be institutional oversight with regard to any such commitments.

Recognizing that grant opportunities often have a narrow response window, it is important that institutional oversight be both credible and nimble. To accomplish these purposes, the following policies and procedures will apply to all grant applications submitted under the APS name.

1. Applications for grants can be made only by APS Council or its delegates.
 - a. Delegation of authority only extends to the following groups:
 - i. The Executive Committee
 - ii. The Financial Advisory Committee
 - iii. Boards and Offices of the Society
 - b. Before submitting a proposal, chairs of Boards and Offices must seek and obtain support from the majority of their respective Board or Office members.
 - c. The Executive Vice President (EVP) is to be fully informed and named as a principal responsible party on all grant applications.
2. All grant proposals must undergo internal review and approval prior to submission to an external agency.
 - a. Proposals should be submitted to the EVP, who can then transmit the proposal for review. It is highly recommended that before a full proposal is prepared, that a pre-proposal be submitted to elicit initial feedback regarding the project.
 - b. One purpose of the review will be to determine the fit between the objectives of the proposal and the strategic priorities of APS.
 - c. A second purpose of the review will be to assess the impact on APS staff members (i.e., estimate staff time required to fulfill the grant objectives) or volunteer committees and to assure that support costs are properly reflected in the grant budget.
 - d. A third purpose of the review will be to assure that the proposal does not commit or encumber APS in any way that adversely affects our tax-exempt status.
3. Review and approval of grants is the responsibility of APS Council and its delegates.
 - a. Generally speaking, review authority will be delegated to the Executive Committee to provide the fastest possible turnaround.
 - i. The elected officers will focus on reviewing the objectives in light of APS strategic objectives.
 - ii. The Executive Vice President will provide analysis related to staff costs and the adequacy of the budget to cover the associated costs. The EVP will also assess the legal implications, if any.
 - b. In the case of proposals submitted by the Executive Committee, review authority shall rest solely with Council.
 - c. All proposals reviewed and approved by the Executive Committee must be reported to Council within 30 days of said approval.
 - d. If a group has properly prepared the proposal (sought advice on strategic objectives and budget needs), every effort should be made to complete the review process within two weeks.

4. The Executive Committee is to be notified of any grant proposals, made under the name of APS, that are successful and funded.
 - a. The Executive Vice President is to be copied on all interim and final reports relating to any funded grant. The EVP will provide the Executive Committee with appropriate summaries of progress or completion reports.
 - b. Status reports to the Executive Committee should be made at intervals no greater than six months over the life of any particular grant.