



HealthCare
Services
Division

November 10, 2000

TO: Leadership Council, HCSD
Chief Financial Officers, HCSD

FROM: James L. Brexler,
Chief Executive Officer

RE: HCSD Interim Grant Application Procedures

LSUHSC-110310
11/13/00 11:09:37

Enclosed you will find the HCSD Interim Grants Procedures effective November 15, 2000. The Planning, Program Development and Governmental Affairs Section under the direction of Marcia Daigle is responsible for coordinating grant applications considered and/or applied for within HCSD. Upon award, HCSD is responsible to the various grantor agencies for programmatic reporting and fiscal oversight, as well as, compliance with cost reporting rules and regulations. Consequently, it is critical that we adhere to the steps delineated in these procedures.

To date, HCSD grant awards have flowed through the restricted account of LSUHSC Office of Sponsored Projects, or through the regular state appropriations or Joint Budget Committee process. *Until further notice, all grant awards will flow through and be budgeted in the restricted account of the LSUHSC Office of Sponsored Projects.* This interim process will continue until which time HCSD is able to accommodate the grants clearinghouse and budgeting function within our accounting system.

Should you have any questions, please feel free to call Marcia Daigle at 225-922-0493.

Attachment

cc: Bob Plaisance, Vice Chancellor, LSU Systems Office, Health Affairs
Dr. Kenneth Kratz, LSUHSC's Office of Research Services
Peter Tiskus, LSUHSC's Office of Sponsored Projects
Dr. Joseph M. Moerschbaeher, Vice Chancellor, LSUHSC Office of Research Services

LSU Health Sciences Center - Health Care Services Division
Interim Grant Application Procedures
[effective November 15, 2000]

The intention of these interim grant application procedures is to better coordinate the application, award and administration phases of grants awarded to LSUHSC medical centers (hospitals) by foundations and other governmental entities, including but not limited to, the Human Resources and Services Administration (HRSA), Centers for Disease Control, National Institutes of Health, the US Department of Agriculture.

Effective 11/15/00, the Sponsored Projects Department within the Office of Administration and Finance at LSUHSC is responsible for the fiscal administration and oversight of the grant awards which includes reporting to the grantor, cash disbursements from the grantor, processing HCSD payment requests, ensuring that HCSD is meeting fiscal requirements and processing and or approving rebudget requests and oversight of the grant. The Office of Research Services (formerly the Office of Grants and Governmental Programs) is responsible for processing proposals, obtaining LSUHSC signatures and oversight on technical, programmatic and compliance issues. The LSUHSC - Health Care Services Division (HCSD) is responsible for programmatic reporting and fiscal accountability oversight.

Please follow these specific steps when making application for a grant until further notice is received from HCSD. Carefully consider the time it will take to process through the LSU System.

Application Procedures:

1. HCSD medical center (hospital) staff initiates contact with the grantor (funding entity) to secure application and instructions.
2. Approval for making application for the grant must first be secured in writing from the HCSD hospital administrator.
3. The HCSD hospital administrator's written approval shall include the HCSD Planning Section as a cc.
4. On the face or title page of the application, the Grantee name and address must read:
Louisiana State University Health Sciences Center, (insert HOSPITAL NAME)
433 Bolivar St. Room 612
New Orleans, La. 70112
Tax identification number 726087770
Entity identification number 1-726087770 - A2

5. The letter of approval, completed application, proposal and LSUHSC proposal checklist (found at <http://www.lsuohsc.edu/administration/spmanual/gm.2.htm>) are to be sent, four weeks prior to the grantor agency due date, to the LSUHSC - Health Care Services Division to the attention of:

*Marcia Daigle, Director
Planning, Program Development and Governmental Relations Section
Health Care Services Division
8550 United Plaza Blvd. - 4th Floor
Baton Rouge, La. 70808*

6. **It is very important to note that when non-HCSD entities are involved in the proposed grant project, letters of support confirming willingness to participate and/or budget support shall be included with the cover memo to the HCSD Planning Section. Also, when the non-HCSD entity agrees to budget support, a separate itemized budget is needed.**
7. The HCSD Planning Section will review the application, route to others indicated in the flow chart review process instructions below, as appropriate, and make a recommendation to the HCSD CEO, and notify the medical center principal investigator in writing of the approval disposition. If approved by the HCSD CEO, the application will be forwarded to the Office of Research Services in Academic Affairs at LSUHSC (ATTN: Dr. Kenneth Kratz), which upon approval will forward to the LSUHSC Sponsored Projects Department (ATTN: Dr. Peter Tiskus).
8. LSUHSC Office of Research Services ATTN: Dr. Kenneth Kratz; and then LSUHSC Office of Sponsored Projects ATTN: Dr. Peter Tiskus, will review the application and process; and then submit to the Vice Chancellor of Academic Affairs, another Vice Chancellor, or the Chancellor for final approval and signature.
9. If approved, LSUHSC - the Office of Research Services will obtain the proper signatures within LSUHSC, forward the application to the Office of Sponsored Projects, and forward the signed application to HCSD to send to the Grantor. LSUHSC will provide copies of approved and amended documents to HCSD and the applicant medical center.

Summary: Steps Required for Processing Grants or Contracts within HCSD

Documents which must be routed

Grant, sub-grant, contract or subcontract

Final budget and any revisions needing final approval

Application, title face page

LSUHSC proposal check list

All other documents required in the grantor agency application instruction guidelines

Review Process

1. Hospital (medical center) Level

Principal investigator - Project Director (designated by hospital administrator)
Department Head if other than Principal Investigator
Medical Center Business Manager (designated by hospital administrator)
Medical Center Administrator

2. Health Care Services Division (HCSD) Level

Planning Section Director
Medical Director
Comptroller
Reimbursements Section Director
Budget Director
Chief Executive Officer (CEO)

3. LSUHSC (New Orleans) Level

Office of Research Services (Academic Affairs)
Office of Sponsored Projects (Administration and Finance)
Vice-Chancellor of Academic Affairs, or Another Vice-Chancellor, or the Chancellor

Prepared by: HCSD Planning Section
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