Agricultural Experiment Station research scientists are strongly encouraged to obtain grants from outside sources to complement state and federal funds used to support ongoing research programs. Grant funds must be used to supplement state and federal funds rather than to replace these funds. They should not be for the sole and/or specific advantage of a particular company, individual, or interest. The direction that the Agricultural Experiment Station research program takes should be within the purview of the Department Head, Associate and Assistant Deans, and Dean and Director and not dictated by potential granting agencies.

Gifts, grants, contracts, proposals and all external funding must be submitted to the College of Agricultural and Environmental Sciences Business Office for consideration and approval by the Associate Dean’s Office, in the name of The University of Georgia Research Foundation, Inc., or the University of Georgia, as applicable, in any amount. All grants and contracts should be proposed in an amount sufficient to cover the total costs of such research including staff benefits and overhead. The College’s negotiated rate for overhead must be included in all submissions unless accompanied by a request for proposals or a statement from the donor or granting agency that it is the established policy of the donor/granting agency which limits or disallows overhead. If you are submitting an RFP or adhering to specific guidelines from a sponsor, then documentation should accompany the proposal. Gifts in support of on-going research do not require the inclusion of overhead. However, gifts from donors must be clearly defined by the donor as funds given freely, without any reporting requirements attached, including financial accountability.

The CAES Business Office and OVPR should be consulted on all award formats. If the sponsor specifies a different format than what the OVPR have approved for the award, it will be subject to OVPR and SP review and approval.

Small gifts of less than $1,000, where accountability to the grantor is not required, may be budgeted under one restricted account number in the grantee department, e.g., Agronomy Various or Plant Pathology Various. As each such award is received, the appropriate account should be increased by budget amendment.