

1. PURPOSE

This policy establishes a formal institutional framework for the development, submission, acceptance, and management of externally funded grants at The American University of Paris (AUP). It aims to support faculty and academic staff in securing external funding while ensuring institutional oversight, financial accountability, regulatory compliance, and alignment with AUP's academic mission and strategic priorities.

This policy defines required procedures, internal approvals, roles and responsibilities, and principles that apply to all externally funded projects. It is designed to protect the institution, support sustainable research activity, and ensure that AUP meets sponsor, legal, and audit obligations.

2. WHO IS AFFECTED BY THIS POLICY

This policy applies to all AUP faculty and academic staff seeking external funding, and to all administrative offices involved in grant development and management, including Academic Affairs, Finance, Human Resources, Development and Alumni Relations, and any other relevant institutional offices.

3. LEGAL CONTEXT OR REGULATORY BODY

Externally funded projects may be subject to regulations and contractual obligations imposed by sponsors, including but not limited to government agencies, international organizations, and private foundations. These may include U.S. federal regulations, European Union funding frameworks, French legal and labor regulations, accreditation standards, and audit and reporting requirements. AUP is legally responsible for ensuring compliance with all applicable funder and regulatory requirements.

4. POLICY STATEMENT

All external grant applications are subject to The American University of Paris' oversight and institutional procedures. Depending on the requirements of the funding scheme, applications will be submitted either by individual faculty members or by AUP as the institutional applicant. Where grants are administered through AUP, the university serves as the contracting institution.

All faculty or academic staff intending to apply for external funding must submit a Notice of Intent through the institutional process managed by the Grants Officer. The validation process assesses eligibility, feasibility, strategic alignment, institutional risk, resource capacity, and compliance considerations. Validation is coordinated by the Grants Officer in consultation with Provost, Finance and other offices as needed. No grant application may be submitted without prior written institutional validation.

Faculty must notify the Grants Officer of their intent to apply sufficiently in advance of the sponsor deadline. Failure to do so may result in the application not receiving institutional support. Internal deadlines will be established and communicated by the Grants Officer. As a rule, a minimum internal notice period will be required prior to any external submission.

The Principal Investigator must hold an appropriate contractual relationship with AUP that allows the university to assume responsibility for the project. Eligibility of faculty on fixed-term contracts (CDD), visiting faculty, or external collaborators will be assessed on a case-by-case basis during the validation phase.

All external grants awarded to AUP are subject to institutional overheads (indirect costs). Overheads are institutional resources and are allocated to support the university's research infrastructure, administrative capacity, and compliance obligations. They are not discretionary funds of individual projects or faculty members. AUP will apply the maximum overhead rate allowed by the funder.

Only authorized institutional signatories may legally bind AUP. Faculty are not authorized to sign grant agreements on behalf of the university. During the award phase, all expenses related to the project will have to be approved by the Coordinator of Academic Budgets and Grants.

If a faculty member leaves AUP during the life of a grant, the university will determine, in consultation with the sponsor, whether the project remains at AUP under new academic leadership, or may be transferred, subject to sponsor approval and institutional agreement.

Outside of existing funding calls and established grant programs, all faculty wishing to engage with corporate sponsors, private foundations or donors, must coordinate with and follow the procedures established by the Office of Development and Alumni Relations.

5. RESPONSIBILITIES

Grants Officer

Coordinates the institutional grants process, validation, proposal support, compliance review, submission, reporting oversight, and institutional recordkeeping.

Provost

Provides academic oversight, validation authority, and strategic alignment.

Office of Development and Alumni Relations

Collaborates on institutional fundraising strategy, foundation, corporate, and donor engagement.

Finance Office

Oversees financial review, budget development, account setup, financial reporting, and audits.

Coordinator of Academic Budgets and Grants

Approves expenses related to funded projects and tracks overall budget.

Human Resources

Advises on staffing, contracts, and labor compliance related to grant-funded activity.

Faculty and Academic Staff

Initiate funding requests, lead project development, comply with institutional and sponsor requirements, and fulfill academic and reporting responsibilities.

6. DEFINITIONS

External Grant: Financial support awarded by an external sponsor to AUP for a defined project, subject to contractual obligations.

Principal Investigator (PI): The individual responsible for the academic and programmatic leadership of a sponsored project.

Sponsor: An external organization providing financial support.

Overheads / Indirect Costs: Institutional costs not directly attributable to a single project.

Validation: The internal approval process required prior to proposal submission.

7. APPROVALS & HISTORY

New policy: Fall 2026

Next Review: Fall 2029

8. ISSUING OFFICE AND CONTACT

Grants Office – Office of the Provost

The American University of Paris

6, rue du Colonel Combes, 75007 Paris.