

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: I:01:12

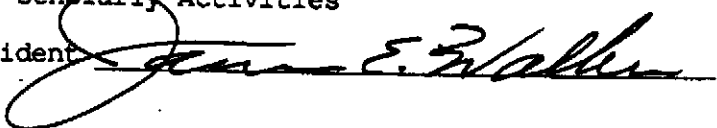
DATE: May 19, 1993

SUPERSEDES POLICY NO: I:01:12

DATED: May 1, 1987

SUBJECT: Outside Sponsorship of Scholarly Activities

APPROVED: James E. Walker, President



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I. STATEMENT OF PURPOSE

Middle Tennessee State University recruits nationally for talented and dedicated faculty members committed to teaching and professional service. Several endowed chairs provide special opportunities for bringing faculty of exceptional reputation to the campus. An increasing emphasis on scholarly activities reflects a commitment to research and public service intended to expand human knowledge and to apply such knowledge to enhance the quality of life. Such activities take a great variety of forms, including continuing education programming, and matching the expertise of the faculty with the needs of the public.

Middle Tennessee State University encourages faculty and administrative staff to become involved in obtaining sponsorship from outside agencies through contracts and grants for scholarly activities.

## II. DEFINITIONS<sup>1</sup>

The Federal Grant and Cooperative Agreement Act of 1977 identifies two general categories of federal support: assistance and procurement. Three basic types of instruments -- grants, cooperative agreements, and contracts -- are used to fund assistance or procurement.

**Assistance:** The principal purpose of assistance is the transfer of money, property, services, or anything of value to accomplish a public purpose of support or stimulation authorized by statutes. The Federal Grant and Cooperative Agreement Act provides that funds for assistance be awarded in the form of grants or cooperative agreements.

**Grants:** Grants are awarded for the purpose of accomplishing a public purpose of support or stimulation authorized by statutes. Grants are awarded for "what the institution wants to do."

**Cooperative Agreements:** The purposes of cooperative agreements are the same as grants, except there is substantial involvement in the research on the part of the funding agency.

**Procurement (Contract):** The Act states that a contract should be used as the legal instrument whenever the principal purpose is the acquisition by purchase, lease, or barter of property or services for the direct benefit or use of the federal government.

<sup>1</sup> D.M. Greene, ed, "Research and Sponsored Programs," College and University Administration, 5th edition (Washington, D.C.: NACUBO, 1992) pp. 1088-1089.

### III. PROPOSAL PREPARATION AND REVIEW

#### A. Office of Sponsored Programs

The Office of Sponsored Programs (OSP) is the coordinating office for the development and submission of proposals and the establishment of an account once a proposal has been funded. The project director/proposal writer should be in contact with the OSP during all phases of proposal development. The OSP will assist the faculty member in obtaining all guidelines and applications.

#### B. Proposal Development

The preparation of proposals is the responsibility of the faculty or administrative staff member who will be in charge of the grant or contract. Whenever specific forms are supplied by the granting agency, they should be filled out carefully according to instructions. If forms are not furnished, the faculty or staff member should complete a title page based on the format of attachment 1.

#### C. Budget Development

The faculty or staff member should review application guidelines carefully to assure that all allowable costs have been budgeted. The faculty member should contact the OSP and work closely with the Director to see that all costs have been included. The OSP will be able to give information on benefit costs and indirect costs.

#### D. Cost Sharing

The faculty or staff member should request all costs from the sponsoring agency. However, some programs will require cost sharing or cash match. There are two types of match -- in-kind and cash. In-kind match are those items that are available for the project, such as equipment or space. It can also include release time. Cash match is the requirement of actual funds from the University for the project. The Director of Sponsored Programs has funds for matching purposes. If match is required, the faculty member should attach a memo requesting matching funds to the proposal. The memo should include the name of the project, the proposed grant period, the amount requested and a budget.

#### E. Grants and Contracts Awarded to the University

With the exception of certain fellowships, all grants and contracts are awarded to Middle Tennessee State University. The President or his designee are the only officials that may sign for the University.

#### F. Proposals

The Vice President for Academic Affairs will have signature authority for proposals. Once a proposal and budget are completed, the faculty or staff member must fill out the Proposal Review Form (Attachment 2)

and obtain the Department Chair's and the Dean's signatures. The completed proposal and proposal review form are then sent to the OSP for review and signatures. The packet should also include the number of copies required by the funding agency and a complete address for the funding agency. The Director of Sponsored Programs will review the proposal to see that it meets the funding agency's guidelines and will review the budget. The proposal will then be sent to the Vice President for Academic Affairs for signature. Once the signature has been obtained, the Sponsored Programs Office will make necessary copies and mail the proposal. To assure a proposal is sent to the funding agency by the deadline date, the proposal and proposal review form must be sent to the OSP at least 5 working days before the deadline date.

#### G. Grant Awards and Contracts

The Vice President for Finance and Administration will have signature authority for grant awards requiring an acceptance signature and for contracts. Grant Awards that require a signature and contracts will be signed by the Vice President for Finance and Administration. Once a grant or contract has been awarded, the project director must fill out the Document Approval Form (attachment 3) and obtain the Department Chair's and the Dean's Signatures. The award documents or contracts and the document approval form are then sent to the OSP for review and signatures.

### IV. INDIRECT COST

#### A. Definition

Indirect costs are costs that cannot be easily identified with a specific project but that are expended to meet the requirements of the project. They include a share of expenses for items such as operation and maintenance, library, depreciation or use allowance, student administration, sponsored projects administration, and departmental administration. Indirect cost rates are expressed as a percentage of either modified total direct costs or salaries and wages.

#### B. Negotiated Rate

Middle Tennessee State has negotiated an indirect cost rate for research projects with the Department of Health and Human Services. Contact the OSP for the current rate.

#### C. Training Rate

In some instances a federal agency such as the Department of Education will establish a rate for training or instruction. This rate is usually 8% of total direct costs. The Project Director should check application guidelines carefully to see what indirect cost rate can be used. If there are any questions, the Project Director should contact the OSP.

#### D. State Funded Projects and Contracts

Indirect costs for state funded projects and contracts should be charged at a rate of 15% of total direct costs including equipment purchases.

#### E. Distribution of Indirect Cost Funds

Indirect costs from a funded project shall be distributed in the following manner:

|                                     |        |
|-------------------------------------|--------|
| General Fund                        | 33.33% |
| Vice President for Academic Affairs | 33.33% |
| Initiating College                  | 16.67% |
| Initiating Department               | 16.67% |

Indirect Cost funds distributed to the Vice President for Academic Affairs, the initiating college, and the initiating department shall be used to strengthen and support the research program at Middle Tennessee State University.

### V. GRANT ADMINISTRATION

#### A. Negotiation

Negotiation of a grant or contract must be done through the OSP. If telephone negotiations are involved, the Project Director should make arrangements for the call to come to the OSP. A speaker phone is available in the office so that both the Project Director and the Director of Sponsored Programs can participate in the negotiations. Revised budgets and work statements that are a result of negotiations must be submitted through the review process and signed by the appropriate University official.

#### B. Account Number

All grants and contracts will be assigned a restricted account number which will be used on all transactions. Once an award is made, the Project Director will forward all documents to the OSP which will request an account number from the Business Office. When the account number is assigned the OSP will notify the Project Director.

#### C. Administration of Project

As the account holder, the Project Director is responsible for project administration. The Project Director's signature must appear on all transactions related to the project. The Project Director must abide by all federal rules, Tennessee law, and University policies in regard to hiring of personnel, travel, equipment purchases, and operations. Monthly expenditures reports will be sent to the Project Director, who should reconcile his/her records with the expenditures report.

#### D. Budget Revisions

The Project Director must follow grant guidelines in determining allowability of budget revisions. Budget revisions must be reviewed by the OSP before being sent to the agency. Once the revision has been approved by the agency, a copy of the approved revised budget must be sent to the OSP. Budget revisions should be completed no later than 45 days before the end of the grant period.

#### E. Termination of Project

The Project Director is responsible for all interim and final technical reports. The Business Office is responsible for financial reports. The Project Director should read the grant award carefully to determine what types of reports are required and when they are due. The OSP will assist in the coordination of the final technical and final financial reports.

### VI. FIXED PRICE CONTRACTS

Most grants and contracts awarded to Middle Tennessee State University will be cost reimbursable, whereby the University is reimbursed for actual costs. Occasionally, a contract can be a fixed-price contract whereby the contract agency pays the contract amount. If there are funds remaining after all direct and indirect costs have been paid, the Project Director may use these funds for related projects. Once the Business Office has determined that all payments have been made, the Project Director will request that the remaining funds be reallocated to a unrestricted account. The Project Director will submit to the OSP a brief description of how the funds will be used and a budget. The OSP will request a new account number for those funds.

### VII. UNIVERSITY POLICIES APPLICABLE

|          |  |
|----------|--|
| I:01:10  | Affirmative Action                             |
| I:01:22  | Harassment - Sexual, Racial and Other          |
| I:01:24  | Protection of Human Subjects                   |
| II:01:11 | Animal Care and Use                            |
| II:01:10 | Allegations of Fraudulent Scholarly Activities |
| IV:07:06 | Equal Opportunity                              |
| IV:07:19 | Drug Free Workplace                            |
| IV:06:03 | Grants, Contracts and Other Agreements         |

### VIII. BOARD OF REGENTS' POLICIES APPLICABLE

|                |                        |
|----------------|------------------------|
| TBR 5:01:06:00 | Copyrights and Patents |
|----------------|------------------------|

MIDDLE TENNESSEE STATE UNIVERSITY

Murfreesboro, Tennessee

PROPOSAL COVER SHEET

Project Title:

Submitted To: [Agency Name]  
[Address]  
[Attention]  
[Phone]

Submitted By: Middle Tennessee State University  
[Department]  
[Box No.]  
Murfreesboro, TN 37132

Project Period:

Project Cost:

Date Submitted:

Approvals

Project Director:

For University:

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Name [Title]  
[(615) 898- ] Date

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E. James Hindman Date  
Vice President for Academic Affairs  
(615) 898-2953

**DOCUMENT APPROVAL FORM  
MIDDLE TENNESSEE STATE UNIVERSITY**

**INSTRUCTIONS**

Attach this form to any document (eg grant award, contract) requiring the signature of the Vice President for Finance and Administration. If the attached is a contract, verify that it complies with TBR Guideline G-030. Check all items that apply, then route to the required approving offices. If items 3 or 5 are checked, the form and documents must be sent to the Office of Sponsored Programs, 203 Peck Hall, after the Dean's signature has been obtained.

The following apply to the attached document (please check all that apply and fill in required information):

- \_\_\_\_\_ 1. This contract does not create an employee/employer relationship.
- \_\_\_\_\_ 2. The contract/grant award requires the expenditure of funds from account # \_\_\_\_\_ in the amount of \$\_\_\_\_\_.  
Attached is a completed Substitute W-9 Form for IRS reporting.
- \_\_\_\_\_ 3. Funds are being received from the contract/grant award in the amount of \$\_\_\_\_\_.
- \_\_\_\_\_ 4. No funds are involved in the execution of the contract.
- \_\_\_\_\_ 5. This is a grant award. The University will be responsible for matching funds of \$\_\_\_\_\_ and are available in Account #\_\_\_\_\_.
- \_\_\_\_\_ 6. Other \_\_\_\_\_  
\_\_\_\_\_

**Required signatures:**

The attached document has been reviewed and approved:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

MIDDLE TENNESSEE STATE UNIVERSITY

EXTERNAL FUNDING REQUEST

Proposal No. \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT DIRECTOR(S): \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ EXT: \_\_\_\_\_

SPONSORING AGENCY: \_\_\_\_\_

SUBMISSION DEADLINE: \_\_\_\_\_

PROJECT PERIOD: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ FEDERAL ID NO. \_\_\_\_\_

TOTAL FUNDS REQUESTED: \_\_\_\_\_

BUDGET

| CATEGORY              | AGENCY | UNIVERSITY COST SHARING |         | ACCOUNT | TOTAL |
|-----------------------|--------|-------------------------|---------|---------|-------|
|                       |        | CASH                    | IN-KIND |         |       |
| PERSONNEL             |        |                         |         |         |       |
| FRINGE                |        |                         |         |         |       |
| TRAVEL                |        |                         |         |         |       |
| EQUIPMENT             |        |                         |         |         |       |
| SUPPLIES              |        |                         |         |         |       |
| CONTRACT              |        |                         |         |         |       |
| OTHER                 |        |                         |         |         |       |
| INDIRECT<br>@ _____ % |        |                         |         |         |       |
| TOTAL                 |        |                         |         |         |       |

Will acceptance of this grant incur responsibility on the part of the University to continue this project or the personnel beyond the period of the grant?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes: Average cost per year: \_\_\_\_\_

Please check any items involved. Explain on the back or provide documentation if checked.

\_\_\_ Human Subjects

\_\_\_ Animal Subjects

\_\_\_ Biohazardous Materials

\_\_\_ Recombinant DNA

\_\_\_ Additional Space Required

\_\_\_ Additional Equipment Required

over

Provide explanation of any items checked on front.

Provide a brief abstract of your proposal.

**PROJECT REVIEW/APPROVALS**

\_\_\_\_\_  
Project Director(s) Date

\_\_\_\_\_  
Department Chair/Director Date

\_\_\_\_\_  
Dean Date

\_\_\_\_\_  
Office of Sponsored Programs Date

\_\_\_\_\_  
Vice President for Academic Affairs Date

The checklist items should be completed through the College level prior to being reviewed by the Office of Sponsored Programs. The Sponsored Programs Office will secure the remaining signatures. To assure timely submission of proposals, the completed proposal and checklist should be sent to the Office of Sponsored Programs 5 working days before the deadline.