

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.

**COMMITTEE(S)** that authored or sponsored this proposal: Ad hoc Committee on External Grants and Sponsored Research, chaired by Penny Howard and assisted by Stephanie Rowland, policy analyst for SACS. Members include Sylvia Schutt, Regina Maldve, Courtney Hodges and Hazel Duncan. Faculty members Brian Bates, Lissa Power-deFur, Sharon Emerson-Stonnell, and Keith Rider are also participating in this committee.

**TOPIC:** Policy on External Grants (FPPM, I, O. External Grants, pp. 35-43)

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The policy and procedures on External Grants and Sponsored Research have not been reviewed since 2003, which was the last time Longwood went through SACS reaccreditation. The Grant and Contracts Financial Administration and the Longwood Foundation also has policies and procedures about grants, and with the creation of an Office of Sponsored Programs, it was time to review the current policy and procedures, make them more consistent across campus, and get them in shape again before our SACS review.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

The current policy and procedures is in Section I, O. External Grants, pp. 35-43. It is too long to reproduce here.

This newly revised policy is much shorter, because it separates the policy from the procedures involved with grant application and administration. This policy includes definitions of responsible parties and a general policy statement.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The Administration is working to separate policies, which need Board of Visitors' approval, from procedures, which do not, in the Administrative Manual. The Committee has chosen to put forth the policy below, in hopes of taking it to the Board in March, and then work to revise procedures, which will hopefully come before Faculty Senate this semester.

Date submitted to Senate Executive Committee for Consideration: \_\_\_\_\_

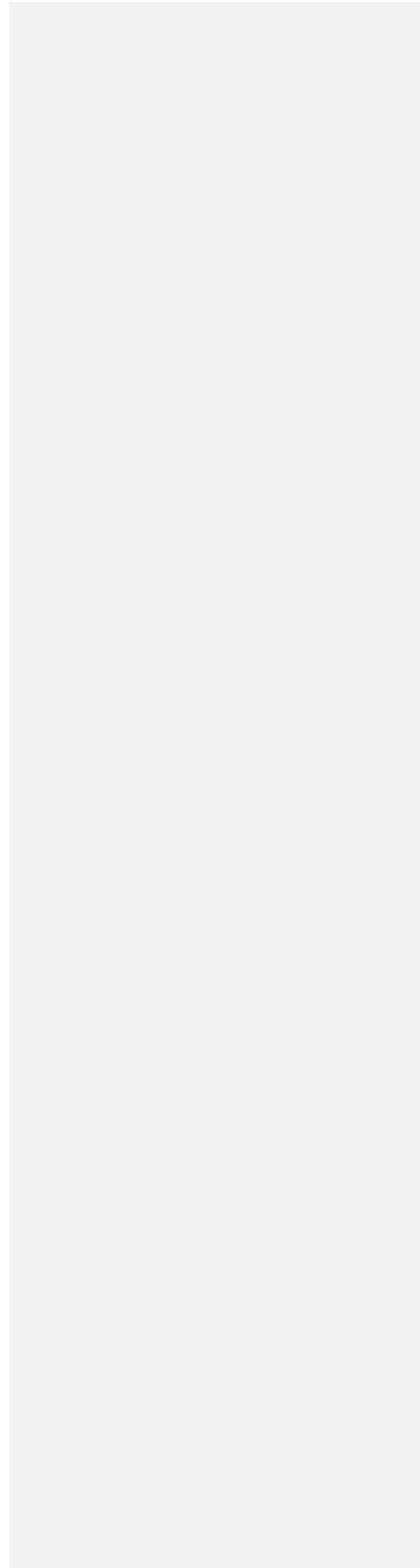
Action(s) Taken:

Date first read at Faculty Senate: \_\_\_\_\_

Action(s) Taken:

Date final action taken by Faculty Senate: \_\_\_\_\_

Final action(s) Taken:



## Policy 4103: External Grants and Sponsored Research

### I. Purpose

This policy formalizes the responsibilities for administration of non-charitable and charitable grants and establishes guidelines for faculty and administrators who are involved in applying for, receiving and administering grants.

### II. Responsibility

- A. Office of Sponsored Programs: The Office of Sponsored Programs has primary responsibility for identifying, securing and administering research and other non-charitable grants for Longwood University and its faculty and staff.
- B. Grant and Contract Financial Administration: The office of Grant and Contract Financial Administration has primary responsibility for financial administration of research and other non-charitable grants received by Longwood University. This office supervises the post-award accounting, receipting and dispersing of sponsored program funds in accordance with the policies of the State of Virginia.
- C. Office of Major Gifts and Foundation Relations: The Office of Major Gifts and Foundation Relations has primary responsibility for securing and administering charitable grants for the Longwood University Foundation.
- D. Chief Financial Officer, Longwood Foundation: The Chief Financial Officer, Longwood Foundation has primary responsibility for financial administration of charitable grants received by the Longwood University Foundation.
- E. Longwood University Faculty and Staff: Faculty and staff are responsible for informing the Office of Sponsored Programs and the Grant and Contract Financial Administration office of grant proposals and the intent to seek grant funds. Activity funded by an external sponsor falls under the provisions of the University's "Copyright and Patent Policy" as stated in the *Faculty Policies and Procedures Manual*. In addition, faculty and staff engaged in sponsored programs must ensure that their work is consistent with and does not unduly impact the university's instructional mission.

**Comment [SWR1]:** I took out "and all grants related to Hull Springs Farm" at Hazel Duncan's request.

**Comment [SWR2]:** After Lissa Power-deFur's feedback and further review, I feel that this sentence should be included in the faculty/staff responsibilities.

### III. Policy

Grants are awarded to Longwood University because of the expertise of faculty and staff members who initiate and pursue grant proposals; however, Longwood University assumes full legal responsibility for the externally funded program or activity and Longwood University as a whole is responsible for ensuring that the project is carried out in accordance with all of the sponsor's requirements, university policies and procedures and the laws of the Commonwealth of Virginia. To meet that end, all grant proposals must be routed through the proper university channels. Faculty and staff can find the procedures for external grants and sponsored research in the Office of Sponsored Programs, Grant and Financial Administration Office, Office of Corporate and Foundation Giving, or at the following electronic link.

Grant procedures ([link here](#))