



Longwood University
Office of the Vice President for Administration/Finance
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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 assisting faculty and staff with identifying and securing research and other non-charitable grants for Longwood University.
- B. Office of 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 Commonwealth 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 office of Grant and Contract Financial Administration of grant proposals and the intent to seek grant funds and for administering grants that are awarded. 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.

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 institutional and financial 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, federal guidelines, 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 procedures for external grants and sponsored research in the Office of Sponsored Programs, the office of Grant and Contract Financial Administration, the office of Major Gifts and Foundation Relations, or at the following electronic link.

Grant procedures ([link here](#))