

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: Faculty Senate ad hoc External Grants Committee

TOPIC: External grant preparation and implementation process

BACKGROUND: The Faculty Senate created the ad hoc External Grants Committee to review and suggest changes to improve the external grants process in August 2013. All committee members were appointed by the Faculty Senate. Work began in September. The members also discussed the allocation of indirect funds. The committee met with Ken Copeland and Ken Perkins in November to discuss options for disbursement of indirect costs. After reviewing the policy for Longwood University grants the committee decided that they needed to expand to include other external grants such as those through Longwood Foundation. The committee began working with Johnson Bowles in December to create parallel policies. The committee completed its work in January 2014.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY:

- The committee recommends the removal of the current Section II O and replacing it with the document titled FPPM Section O External Support.
- The committee also recommends that Appendix J – Sign off Sheet for External Grant proposal Approval be replaced with two documents: Guidelines for Developing Proposals for Philanthropic Gifts and Guidelines for the Solicitation of Sponsored Agreements.
- Guidelines for the Solicitation of Sponsored Agreements states that indirect costs be divided into three pots: 30% for E&G, 35% for Grants, Administration, and Other Expenditures Restricted Cost Pool, and 35% for Project Director Restricted Cost Pool.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES:

- This document titled FPPM Section O External Support distinguishes between grants that go through Longwood University and those that go through external sources such as Longwood Foundation. We realize that there are always exceptions but this provides an overview.
- Guidelines for Developing Proposals for Philanthropic Gifts is the policy that Office of Corporate and Foundation Relations will use. Guidelines for the Solicitation of Sponsored Agreements is the policy that Office of Sponsored Programs and Research will use. These are more detailed than the previous policy but are overviews and do not cover every specific detail.
- Up until 2013-14, the FPPM stated that indirect costs were to be divided as 30% for E&G, 35% for grant seed money and costs of grant administration, and 35% for academic department generating the indirect costs. However, for many years 35% has gone to the VPAA's Office and 35% has gone to the Dean's Office generating the indirect costs. The recommendation still allows for a general pot of money for grants but also gives the project director an incentive to write grants. While the money could not be used for stipends, it could be used for travel, a course reduction, etc.

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: