

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Scholarly Activity
TOPIC: Sponsored Project Award Acceptance
Approved: Signature on File

Policy: B8120
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Page 1 of 1

POLICY

The College will implement procedures required to ensure that no sponsored project award is accepted by the College, and that no College funds are committed or expended, until the College has fully reviewed and approved all sponsor award terms and conditions and has verified that all sponsor compliance requirements can be met. The President, Provost or designee are the only individuals that can accept a grant or sponsored project award on behalf of Burrell College.

RESPONSIBLE POLICY OFFICIAL(S):

Principal Investigator/Program Director [PI]], Office of Research and Sponsored Projects (ORSP), Finance Office

PROCEDURE:

Upon notification of an award following the submission of a proposal to a sponsor in compliance with Policy B8110, the Project Management Team defined in Policy B3050 will conduct a final readiness review to verify that all sponsor terms, condition and compliance requirements are acceptable and can be met by the College; the Office of Research and Sponsored Projects (ORSP) will coordinate the Project Management Team review, and will ensure that all responsibility for meeting requirements are assigned within the College. As a result of the readiness review, a recommendation to accept, modify or reject the award will be forwarded by the ORSP to the Provost or designee for final approval. Following final approval, the sponsor will be notified by the ORSP and a grant startup Project Management Team meeting will be convened.

The **Project Management Team** is made up of representatives of the following three functions:

- Program (Principal Investigator/Program Director [PI]),
- Compliance (Office of Research and Sponsored Programs [ORSP]), and
- Financial Control (Finance Office).

The PI will receive orientation related to sponsored project administration policies and procedures at the initial meeting from the ORSP and Finance Team members.

CROSS REFERENCES:

Policy B3050: Federal Funds Compliance

Policy B8110: Sponsored Project Proposal Development and Submission