

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Scholarly Activity
TOPIC: Sponsored Project Award Acceptance

Policy: B8120
Approval Date:
Effective Date: 11-3-2023

Approved: Signature on File _____

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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 Dean or the Dean's designee are the only individuals that can accept a grant or sponsored project award on behalf of Burrell College.

RESPONSIBLE POLICY OFFICIAL(S):

Office of Outreach and GME, Office of Research and Sponsored Projects (ORSP), Office of Finance

PROCEDURE:

Upon notification of an award following the submission of a proposal to a sponsor in compliance with Policy B8110, the Project 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 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 office of the Dean 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.

CROSS REFERENCE:

Policy B3050: Federal Funds Compliance
Policy B8110: Sponsored Project Proposal Development and Submission