1. STATEMENT OF POLICY

Sponsored projects such as government or quasi-government grants secured by Westminster faculty and staff can support important initiatives. Applications for these projects must be reviewed and authorized in advance because they can create resource obligations for the institution and may have strategic implications.

Sponsored project proposals and government or quasi-government grant applications must be reviewed and approved by the appropriate dean or department director, director of budget and financial reporting, and provost before submission. Only the provost can submit grant proposals that require an institutional sign-off. If a project includes financial obligations on the part of the institution, the chief financial officer must also approve the proposal.

This policy ensures that applications for grants and external funding proposals are handled consistently, professionally, and efficiently across the college.
2. **TO WHOM THIS POLICY APPLIES**

This policy applies to all Westminster faculty and staff who apply for sponsored projects that meet the definitions below.

3. **DEFINITIONS**

**A. Faculty:** An instructor appointed to one of three academic ranks: assistant professor, associate professor, or professor. Full-time faculty are those on an annual contract with a course load equivalency of 24 hours or more. Part-time faculty are those on an annual contract with a course load equivalency of less than 24 hours. For the purposes of this policy, the term “faculty” also includes adjunct faculty: unranked temporary appointees hired to teach one or more courses per semester; not to exceed 20 load hours per academic year. Work must be instructional.

**B. Sponsored project:** A project or program funded by an external entity (e.g., a government or quasi-government agency or a public-private partnership) and are governed by a formal written agreement (e.g., a grant, contract or cooperative agreement).

Sponsored projects typically have the following characteristics

a. *A detailed statement of work*, including a project plan, schedule, budget, and starting and ending dates.

b. *Financial accountability* including a line-item budget, allowable costs, requirements for prior approvals, requirements to return unused funds, financial reporting and auditing.

c. *Deliverables*, which can be tangible or intangible items such as reports, records or equipment.

**C. Gifts:** Solicited or unsolicited cash or property from an individual, corporation, foundation, or other entity contributed to the college without expectation to receive goods or services of any kind in return for the donation, other than recognition and the use of the gift in accordance with the donor's wishes. Gifts include gifts-in-kind and planned gifts. Gifts are governed by Westminster’s Fundraising and Gift Solicitation Policy, rather than this policy.

**D. Grant Award Form:** The form required to request approval to prepare and submit a grant proposal to an external funding agency. The form must be submitted online at [https://www.westminstercollege.edu/about/resources/office-of-the-provost/forms-policies-and-resources](https://www.westminstercollege.edu/about/resources/office-of-the-provost/forms-policies-and-resources). For reference, a pdf of the form is available on the Accounting Services web site [https://www.westminstercollege.edu/internal-content/resources-and-services/administrative-services/accounting-services](https://www.westminstercollege.edu/internal-content/resources-and-services/administrative-services/accounting-services).

**E. Staff:** Employees with administrative, academic support, and in some cases
instructional duties. For additional information on staff employment categories see the Staff Handbook.

4. PROHIBITED CONDUCT UNDER THIS POLICY

A. It is prohibited for any faculty or staff member to submit an application for a sponsored project without prior discussion and approval of the appropriate dean or department director, director of budget and financial reporting, and provost.

B. Faculty and staff members are not authorized to commit Westminster funds or resources (e.g., release time or support staff time) to a project or program.

5. APPLICABLE PROCEDURES UNDER THIS POLICY

A. Faculty and staff members who wish to apply for a sponsored project or grant as defined above must first discuss the proposed project with their dean or department director. This ensures that the project is aligned with the school's or department’s priorities, available resources, and strategic plan. The dean or department director will consult the provost, and if appropriate, will approve the development of the project or grant proposal.

1) Faculty and staff must allow enough time prior to the project or grant application due date to allow the dean or department director, provost and others to review the proposal, acquire any required letters of support, and obtain authorized signatures.

B. Once the proposed project receives dean or department director approval, the faculty or staff member creates the detailed project or grant proposal and completes the grant award form, found here [provide link to the online form David is working on], using the following guidelines.

1) Rationale and calculations for the funds requested on the form must be clearly explained in the narrative section of the project proposal or grant application.

2) Definitions and explanations of costs are found on page 2 of the grant award form and should be used when creating the grant budget.

3) When proposals include matching funds that require Westminster to provide financial support (in-kind or actual dollars), the source of these funds must be identified and specifically approved by the dean and provost.

4) Any proposed reduction of the indirect cost percentage must be clearly explained and specifically approved by the dean and provost.

5) The grant award budget may be submitted to the dean and provost early for review, and then approved once the details are finalized.
C. Once the grant application or project proposal is complete, it is reviewed and approved by the appropriate dean or department director, director of budget and financial reporting, and provost.

D. Sponsored projects or grants that create a financial or resource obligation from Westminster must also be approved by the chief financial officer, in consultation with the provost.

E. The provost will submit approved applications for most grants and sponsored projects. Exceptions will be reviewed with and approved by the provost.

F. Once submitted, a copy of the final project proposal and grant application must be submitted to the appropriate dean or department director, provost, and director of budget and financial reporting.

G. Faculty and staff who secure funding for sponsored projects or grants are required to abide by the funding entity’s reporting requirements. They also must submit a report to the dean at the end of the fiscal year explaining how the funds were used and indicating that a report was filed with the funding entity.

6. RESPONSIBLE ADMINISTRATORS

The appropriate dean and provost are responsible for enforcing the Policy on Grants and Sponsored Projects for faculty.

The appropriate department director and provost are responsible for enforcing the Policy on Grants and Sponsored Projects for staff.

7. DISCIPLINARY SANCTIONS

Any college employee who fails to comply with their obligations under this policy may be subject to discipline, up to and including termination of employment.

8. RELATED POLICIES

- Appendix A - Interim Budget Procedures for Sponsored Projects
- Grant Award Form - https://www.westminstercollege.edu/about/resources/office-of-the-provost/forms-policies-and-resources and https://www.westminstercollege.edu/internal-content/resources-and-services/administrative-services/accounting-services
- Fund Raising and Gift Solicitation Policy

9. HISTORY

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<th>Authorizing Entity</th>
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10. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/________________________________________
            Bethami Dobkin, President