

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 12)

5 January 2024

**SPONSORED PROGRAMS POLICY:
PRE-AWARD/POST-AWARD PROCEDURES**

I. PURPOSE

The goal of obtaining grants to support sponsored programs is to improve the quality of academic reputation, provide faculty members with opportunities to work creatively in their fields of interest, allow faculty to mentor undergraduates, and enhance research and other educational opportunities for cadets. These activities also assist the Institute in attracting excellent faculty and cadets.

This policy provides procedures for Institute Members to submit proposals to outside sponsors for instruction, research, training, service or other related project support that involves specific requirements for performance on the part of the Institute.

II. AUTHORITY

The Virginia Military Institute Board of Visitors is authorized to establish policy for the Institute. In cases where the board has not exercised that authority, it is delegated to the Superintendent.

III. DEFINITIONS

A. **Contract:**

Institute Members who plan to submit a proposal to an outside sponsor must have the preliminary approval of their Department Head before contacting the SPA to begin the formal process of submitting a sponsored program proposal.

All external publicity on grants and contracts is to be verified with the SPA prior to release through the VMI Office of Communications and Marketing.

VII. PROCEDURES A. Internal Procedures

Contracts, grants, research agreements, and sponsored-award documents are legal instruments that bind the parties to the terms stated therein. Therefore, state and federal laws as well as Institute policies and regulations must be followed when preparing, accepting, signing, and executing such legal documents. Thus, all proposals whether new or continuing must be processed through the SPA for formal Institute approval and signature before they are submitted to external sponsors (See Appendix A). The SPA serves as the administrative voice in the negotiation and acceptance of grants and contracts and subsequent modifications.

A sponsored-program proposal is usually originated by the Institute Member who will be in charge of the program under the direction of their respective Department Head.

All proposals soliciting external support whether from federal, private or state agencies call for some commitment of Institute resources. Therefore, the Proposal Approval Form (PAF) must be prepared and submitted by the PI/PD with the approval of their respective Department Head. Cost sharing should be engaged in only in the following circumstances:

- When mandated by the sponsor;
- When necessary to accurately reflect the level of effort required to conduct the project; or
- When necessary due to the competitive nature of the award.

In the event mandatory cost sharing is required, the PI/PD must obtain approval of the cost sharing plan from the ADAAP prior to the formal submission of the proposal.

Approval from those responsible for the administration of all Institute resources to be used in the performance of the proposed project must be obtained prior to the formal submission of the proposal.

Proposal formats vary with the sponsor from informal letters to formally bound presentations including appendices and documentation. Most sponsors provide formats of their own while others may indicate only the information required in broad terms. In the absence of specific criteria, the following items should normally be included:

1. Purpose and scope of the proposed research including its relevance and supporting references;
2. Professional qualifications of the project personnel;

3. Description of the Institute, the Virginia Military Institute Research Laboratories (VMIRL) and their interrelation, as well as available facilities to support the project;
4. Equipment to be furnished by sponsor, bought under the grant or contract, and provisions for transfer to the Institute at the conclusion of the grant;
5. Budget broken down by expenditure categories for each year if it spans more than 12 months;
6. Explanations for budget items such as:
 - a. Salary computation method (It is most important that the concept of salary supplement be explained.);
 - b. Overhead documentation;
 - c. Travel policy; and
 - d. Direct charges for social security, unemployment, report reproduction, etc.
7. Signature page.

B. Steps for Proposal Development and Pre-Award

Institute Members who wish to pursue sponsored programs should receive preliminary approval and support for the project from their Department Head before writing a proposal. Questions concerning faculty time commitments, space and facilities, as well as proposed new courses and/or requirements, should be resolved at this time. All early correspondence

1. **Department Head.**

C. Procedures for Project Management Post-Award

All sponsored programs, unless prohibited by the sponsor, shall be administered by the

VIII. RESPONSIBILITIES

The procedures set forth in this policy provide the state-mandated central review process for all external funding requests, adhering to regulations set by the federal government, the Commonwealth of Virginia, and the Institute. The SPA serves the Institute as the administrative voice in the negotiation and acceptance of all sponsored program grants and contracts and subsequent modifications. The SPA is responsible for the following in addition to performing other duties as directed by the ADAAP:

- Disseminating information relating to external funding,
- Maintaining appropriate records,
- Promoting Institute-sponsored programs by monitoring related faculty and staff activities, and
- Serving as the liaison office for sponsored programs.

Department Heads are responsible for reviewing, approving, monitoring, and supporting projects of interest in areas of responsibility. Only those individuals designated by the Superintendent as signatory authority for all sponsored programs administered through the Institute are empowered to sign/submit documents on behalf of the Institute. Those individuals currently authorized to approve proposals and accept grants and contracts on behalf of the Institute are the ADAAP and the Director of Procurement Services. The Institute is not committed to accept awards resulting from the submission of proposals not authorized by the Institute.

The PI/PD is responsible for conducting the project in accordance with Institute policies, submission guidelines from the agency and federal guidelines provided in 2 CFR Parts 215 ct. Any arrangements with the grantor for any major changes in the original agreement must be

