

## EXTERNALLY-FUNDED GRANTS AND CONTRACTS

Faculty are encouraged to generate and submit applications for grants and contracts funded by non-College sources. The following guidelines (Source: Dean's Office; June, 1994) apply to sources for which the College becomes the grantee: The award is made to the College (rather than the individual) which then is responsible for (1) the appropriate distribution of funds, (2) the performance of award-supported activities, and (3) financial accountability for those funds.

The professional activities supported by such grants and contracts must conform to the stated purposes of the College and must not attenuate an academic program in achieving its stated educational goals. Thus, appropriate College administrative offices (e.g., Business, Dean of the College, Development) must be notified about any application plans early in the application process to ensure that the professional activity and/or conditions of the award:

- \* conform to the Mission of the College
- \* permit the College to safeguard its prerogative to control its own activities,
- \* will not abridge sound educational, investigative and/or scholarly reporting practices, and
- \* do not attenuate the faculty member's academic responsibilities to the College.

Moreover, early consultations with these offices can:

- \* affirm, in advance, particulars about financial commitments by the College that may be tied to the grant or contract, e.g., administrative support services, matching funds, summer salaries and/or regular salary supplements to the faculty member;
- \* establish supportive management practices, e.g., designation of an award manager, pertinent accounting arrangements, calculating indirect costs; and
- \* confirm that the same non-College source is not being approached by multiple and independent applications for support (or, that independent applications are welcomed by that source).

Resolution of any discrepancy between College policy and a grant or contract proposal will be made on a case-by-case basis.

The faculty member will find these prior contacts prudent because most grant and contract agencies require a signature from one, or more, of these administrative officers on the application.

Professional activities supported by grants, contracts or personal pecuniary arrangements in which the award is made directly to the individual (rather than the College) are governed by the policy describing **Extra-Institutional Employment** (see the *Faculty Handbook*, Section 3.1h), but some or all of the guidelines given above may apply as well. For these reasons, the faculty member should consult with the Dean of the College prior to committing to such activities.

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