



**NORTH CAROLINA SCHOOL OF
SCIENCE AND MATHEMATICS**

Title	SPONSORED PROGRAMS
Authority	Chancellor
History	Effective July 1, 2007
Legal Reference	BOG 500.4[R] Regulations on Administering Sponsored Programs
Additional References	
Responsible Offices	Chancellor, Vice Chancellor for Distance Education and Extended Programs
Classification	5200

1. DEFINITION

“Sponsored Programs” refers to scholarly, professional, and creative activities that institute personnel conduct with support from external funding instruments such as grants, contracts, cooperative agreements, or other agreements deemed appropriate by the Board of Governors of the University of North Carolina.

2. POLICY

The North Carolina School of Science and Mathematics (NCSSM) encourages its professional staff to pursue external support for scholarly activities such as statewide teacher professional development, student development and research, and NCSM faculty development projects. Such scholarly activities are beneficial to the institution, its faculty and the community it serves. In addition to expanding the institutional capability to participate in scholarly activities, it provides a significant resource to expand the reach of the school.

External support for research and other scholarly activities is generally provided through grants, contracts and cooperative agreements. The contractual nature of such agreements, the potential impact on school resources, inherent risks in certain types of research, and compliance with state and federal regulations necessitate a formal review process for grants, contracts, and cooperative agreements. University regulations require that such arrangements be reviewed and approved by the President of The University of North Carolina. The President has delegated to the Chancellor or the Chancellor's designee the authority to approve grant applications.

3. SPONSORED PROGRAMS AND RESEARCH AT NCSSM

NCSSM maintains an office for Research, Sponsored Programs and Federal Relations (RSPAFR) in the External Programs Division. This NCSSM office coordinates requests related to sponsored programs and routes these requests through the appropriate State or Foundation offices. The Vice Chancellor for External Programs, who maintains the official record of grant and contract activity, reports to the NCSSM Chancellor, The University of North Carolina Office of the President and the

University community, and represents NCSSM as a voting member on the University of North Carolina Sponsored Programs and Research Council (SPARC). The President has delegated to the Chancellor the authority for review and approval for grants, contracts, and cooperative agreements to finance sponsored programs.

4. GUIDELINES

Generally, two basic features define sponsored programs: (1) they are separately supported in whole or in part by external sponsors, and (2) they are executed under the terms of agreement between the University and sponsors. While the specific instruments (e.g., grant, contract, cooperative agreement) authorizing sponsored programs typically are associated with specific individuals or groups, those instruments legally are awarded to the University. Information about all sponsored programs will be compiled according to guidelines established by SPARC for submission to and approval by the Office of the President. General criteria that must be considered in the development of sponsored programs include:

- a. Adequate budgetary support, both direct and indirect, is to be provided by the sponsor or other appropriate sources. No unauthorized obligations are to be assumed by the University.
- b. Sponsored programs must be compatible with the overall mission of the University.
- c. Sponsored programs must be consistent with federal and state laws and University policies.

5. OFFICE OF THE PRESIDENT REQUIREMENTS AND RESPONSIBILITIES

The Office of the President will:

- a. Collect and review sponsored programs data from the constituent institutions and disseminate reports.
- b. Advocate for sponsored programs support.
- c. Maintain sponsored programs information resources.
- d. Provide leadership in the professional development of faculty and staff concerning sponsored programs.
- e. Maintain and disseminate guidelines and procedures related to sponsored programs.
- f. Resolve disputes among constituent institutions.
- g. Interface with state and federal governmental entities on behalf of the constituent institutions.
- h. Facilitate interinstitutional collaboration on sponsored program activities.

6. NCSSM REQUIREMENTS AND RESPONSIBILITIES

The School will:

- a. Report sponsored programs submission, award, and expenditure data to the Office of the President.

- b.** Ensure that sponsored programs are conducted and funds are used in a manner consistent with federal and state laws and University policies.
- c.** Ensure that sponsored programs funds reside in a designated University account.
- d.** Ensure that a statement of work and budget exists explaining the purpose and use of each sponsored program's funds.
- e.** Ensure that only those with delegated authority enter into agreements that commit the University to provide for the delivery of goods or services.
- f.** Ensure that prior approval from the Office of the President is obtained for the following:
 - i.** Commitment to continue an activity, retain personnel, provide cash matching/cost sharing funds, or provide capital improvements or equipment beyond the expiration of sponsored support or in excess of institutional resource levels.
 - ii.** Creation of a new organizational unit within the institution or the University.
 - iii.** Creation of a new degree program.

7. FACULTY AND STAFF REQUIREMENTS AND RESPONSIBILITIES

Each faculty or staff member involved with sponsored programs will:

- a.** Submit all requests for support of sponsored programs through the appropriate institutional office for review and approval prior to submission to the sponsor.
- b.** Adhere to all federal and state laws and University policies.
- c.** Conduct sponsored program activities in accordance with the highest ethical standards.