

**POLICY AND PROCEDURE STATEMENT  
ON SPONSORED PROGRAMS  
AT  
MISSISSIPPI STATE UNIVERSITY**

**PURPOSE**

The purpose of this policy and procedure is to provide for effective and efficient processing of all proposals and awards for funding from external sponsors.

**POLICY**

The policy of Mississippi State University is that all proposals and awards for funding from external sponsors shall be processed through the Sponsored Programs Administration (SPA) unit of the Office of Research and Economic Development. This includes funding from external sponsors for all research, service, and instructional activities.

**PROCEDURES**

The originator of the proposal shall prepare an Internal Approval Sheet (IAS) and obtain the approval signatures of the Department Head and the Dean/Director of the appropriate unit. A final copy of the proposal and a completed IAS should be received by SPA a minimum of three working days prior to the deadline receipt date for the proposal.

SPA personnel will review the proposal budget for accuracy and completeness and will prepare the required certifications and representations. They will obtain the necessary internal reviews (legal, human subjects, animal welfare, biohazards, radiological safety, intellectual property, conflict of interest, etc.) and will ensure that the proposal is consistent with university policies and state and federal regulations. Each proposal must be signed by appropriate reviewers before transmittal. The SPA office will prepare an appropriate letter of transmittal, make the required number of copies, and forward them to the sponsoring agency. They also will carry out all necessary reporting to the University President, the Board of trustees, and others.

Principal Investigators are advised that if contacted by the sponsoring agency, they are to discuss only technical or programmatic aspects of the proposed project. All negotiations relating to contractual and financial aspects of the program will be carried out by SPA personnel. Upon receipt of an award, SPA personnel will review the documents, negotiate any contractual changes on behalf of the university, and obtain the appropriate signatures.

**REVIEW RESPONSIBILITIES**

This operating policy will be reviewed every four years or as needed by the Director, MSU Sponsored Programs Administration, the Vice President for Research and Economic Development, and the Vice President for the Division of Agriculture, Forestry and Veterinary Medicine.

OP 70.01  
Revised 10/16/13  
10/16/13

**RECOMMENDED BY:**

/s/ Jennifer Easley 10/22/13  
Director of Sponsored Programs Date

/s/ David Shaw 10/22/13  
Vice President, Research and Economic Development Date

/s/ Gregory Bolach 10/29/13  
Vice President, Division of Agriculture, Forestry and Veterinary Medicine Date

**REVIEWED BY:**

/s/ Lesia Ervin  
Director of Internal Audit

11/11/13  
Date

/s/ Joan L. Lucas  
General Counsel

11/15/13  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

11/25/13  
Date

**THIS POLICY HAS BEEN SUPERSEDED**