

**Office of Sponsored Programs of Montclair State University**  
**Policy for Review, Submission, Signature and Management of**  
**Grants, Contracts and Cooperative Agreements**

**Approved on November 5, 2013**

- I. **Preamble.** Pursuant to N.J.S.A. 18A:64-8 and Article II of the By-Laws adopted by the Montclair State University Board of Trustees, authority was delegated to the President of the University to sign documents on behalf of the University along with general responsibility to lead and manage the University. The Office of Sponsored Programs (“OSP”) is responsible for submitting proposals and applications on behalf of the University to obtain external funding in the form of grants, contracts and cooperative agreements for research and other program activities consistent with the University mission. This Policy is adopted by the University to establish delegation of authority necessary to ensure the efficient and effective administration of such grants, contracts and cooperative agreements in compliance with applicable Federal, State, and local laws, rules and regulations.
- II. **Mission of OSP:** The mission of OSP is to encourage, facilitate and support University faculty and staff in their conduct of and pursuit of external funding for research, education, training, and other scholarly activities, and while protecting the University’s interests by assuring compliance with Federal and State laws, rules, and regulations.
- III. **Delegation of Authority for Submission of Proposals:** The Provost, Vice-Provost for Research/Dean of the Graduate School, and Director of OSP are authorized to prepare applications and submit proposals for grants, contracts and cooperative agreements on behalf of the University. Prior to submitting any proposal or application, the Director of OSP shall review each proposal to: 1) confirm the proposal and research meets all applicable University policies and all applicable Federal, State and local laws, rules and regulations; and 2) the proposal, research project and/or relationship to be created by the agreement has been approved by either the Dean of the College from which the faculty or staff member is assigned or the Vice President of the administrative unit to which the staff member is assigned.
- IV. **Delegation of Authority for Signature:** Subject to the provisions of Section V, below, the execution of grants, contracts and cooperative agreements are delegated by the President of the University as follows: 1) grants, contracts and cooperative agreements with a value of less than \$250,000 may be executed on behalf of the University by the Director of OSP and 2) grants, contracts and cooperative agreements with a value of no more than \$499,999 may be signed by the Vice-Provost for Research/Dean of the Graduate School; and 3) grants, contracts and cooperative agreements with a value of \$500,000 or more must be signed by the Provost. Contracts that require legal review must be accompanied by a University Counsel contract approval sheet.
- V. **Coordination with University Counsel:** Grant agreements, contracts and cooperative agreements which require the acceptance of funds from a Federal entity shall not require review by University Counsel. Grant agreements, contracts and cooperative agreements that require the acceptance of funds from any State, local or private entity which contain terms that are inconsistent with the

attached checklist of terms and conditions must be reviewed by University Counsel prior to its execution. Contracts that require legal review must be accompanied by a contract approval sheet.

- VI. General Duties and Responsibilities:** OSP shall be the central repository to receive, review and maintain a record of all externally sponsored proposals and grant agreements, contracts and cooperative agreements that provide funding to the University by a Federal, State, local or private entity for research and other programmatic activities for all colleges and administrative units within the University. OSP shall also be the central repository for other research agreements that do not involve the exchange or transfer of funds (e.g. standard data use agreements, material transfer agreements, non-disclosure agreements, confidentiality agreements, etc.).

The Principal Investigator/Project Director shall assume primary responsibility for the technical and fiscal management of their sponsored projects. The Dean of the College or Vice President of the administrative unit, as applicable, shall be responsible for oversight of the research and/or programmatic activities. At the end of each University fiscal year, the Director of OSP shall provide to the President, the Provost and the Vice-Provost for Research/Dean of the Graduate School an annual report that summarizes the sponsored program activities of the University for the prior fiscal year. This report will include a detailed summary of all proposals submitted and awards received by OSP.