



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

Description:

Faculty and staff participating in externally sponsored agreements are required to participate in training to ensure funds are expended appropriately and that these individuals follow all applicable federal, state and local guidelines.

Definition of terms:

Externally Sponsored Agreement—External funds provided to MSU as a result of a funded grant or contract for services.

Procedures:

Individuals responsible for expending resources from externally sponsored agreements will engage in mandatory training. This training includes, but is not limited to, procedures for hiring and paying employees, budgeting procedures (invoicing, budget transfers, effort reporting, etc.), procurement procedures, as well as human and animal research guidance. The delivery method is online-based training modules; however, training will be offered interpersonally as needed. Employees will complete the prescribed training modules and will receive a certificate verifying completion. Employees will not have access to expend any funds from their externally sponsored accounts until training is completed. Training will be valid for three years.

APPROVED BY:

VICE PRESIDENT: Bob Allert DATE: 7/20/18

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT: Joy M Morgan DATE: 7/20/18