

**TITLE:** Solicitation of Sponsored Projects from External Sources

**ORIGINATOR:** Director of Sponsored Projects and Grant Writing

**APPROVAL DATE:** February 14, 2020

**EFFECTIVE DATE:** February 14, 2020

**PURPOSE:** To establish a method for the solicitation of sponsored projects from external sources.

**REVIEWER AND REVIEW DATE:** Director of Sponsored Projects and Grant Writing  
Spring 2028 and every 5 years thereafter

**OPERATING DETAILS:**

1. A sponsored project is defined as a project supported by the University as a result of a competitive application process to a governmental entity (local, state, regional or national) or foundation (as approved by the office of Alumni and Development).
2. A sponsored project typically has one or more of the following characteristics as specified by the sponsoring agency: application guidelines or procedures; restriction on the use of funds or materials; specified staff performance and/or outcomes; limitations of the use of project data, inventions and other products produced; and programmatic, technical and/or financial reports.
3. Solicitation for a sponsored project must be submitted through the Office of Sponsored Projects and Grant Writing.
4. The Office of Sponsored Projects and Grant Writing along with the principal investigator will ensure appropriate representatives on campus have been notified of potential sponsored projects before submission on behalf of the University. This communication will be conducted via "Internal Approval Sheet."
5. Procedures for sponsored projects can be located in the MUW Grant Handbook.