

**TITLE:** Administration 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 administration of sponsored projects from external sources.

**REVIEWER AND REVIEW DATE:** Director of Sponsored Projects and Grant Writing  
Spring 2025 and every 5 years thereafter

**OPERATING DETAILS:**

1. Upon receipt of award documents, the sponsored projects office and the principal investigator will review for university compliance. MUW legal counsel will be consulted as needed.
2. Once the fully executed agreement has been received, the sponsored projects office will notify appropriate representatives when work can begin.
3. Prior to work beginning, each principal investigator will complete training as stated in the MUW Grant Handbook.
4. During implementation the principal investigator must adhere to the award agreement.
5. Documents which modify the award agreement and/or satisfy programmatic/technical reporting requirements will be submitted through the sponsored projects office.
6. Financial reports will be submitted through the university's accounting office.
7. The sponsored projects office and the principal investigator will work with other campus offices to ensure federal, state and local laws, and applicable policies are met.
8. Procedures for sponsored projects can be found in the MUW Grant Handbook.