

Refer to Section {D}  
{College Relations & Development}Unit  
**Procedure for {D3 – External Grants and Contracts}**

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1. All requests for externally funded grants and contracts must be presented for approval to the senior officer responsible for the area making the request, the vice president for college relations and development, and the president in order to assure that proposals are related to the purposes of Midway College.
2. If a proposal is approved, the senior officer over the area of the college requesting the grant will set guidelines for an appropriate balance between an employee's regularly assigned responsibilities and the responsibilities involved with carrying out the project. All funding checks will be forwarded to CRD for gift acknowledgment. All grant proposals not initiated by CRD, will be sent electronically to the Vice President for College Relations and Development at the time of funding. Stewardship requirements and identification of responsible employees will accompany the copy of the grant proposal submission to CRD.
3. The senior officer responsible for the area of the college requesting the grant will oversee the administration of the projects. Funding will be controlled through the vice president for business affairs.
4. When grant funding provides salary compensation for principle investigator, administration of compensation will be as follows:
  - a. Partial or full academic year compensation: Conditional release time from teaching and administrative duties will normally be approved for period during which compensation is paid. During the period of compensation, the faculty member will not exceed 100 percent of annual salary normally paid.
  - b. Summer compensation: Summer compensation will be paid to Principle Investigator in accordance with faculty's appointment schedule. For example, if the appointment is 9-month over 12-month pay, summer compensation rate of pay will be at a maximum of 2.5-ninths (providing funding from grant allows for maximum rate).
5. An indirect-cost will be negotiated with granting agency.
6. The institution allows the researcher freedom to investigate and report results of the project within agreed upon guidelines.