

Sponsored Projects

Functional Lead: Provost
Division: Research
Responsible Office: Director of Research

Reference: (a) [Authorization for the President, Marine Corps University, to Accept Qualifying Research Grants under 10 U.S.C. § 8594](#)
(b) SECNAV Instruction 4001.2K

1. Purpose. This section defines sponsored projects, outlines responsibilities, and provides links to additional information.

2. Background. To contribute to its mission and enhance its educational and scholarly activities, Marine Corps University (MCU) may accept funding and other forms of support for its faculty, staff, and students to conduct research, host an event, or undertake other activities defined as sponsored projects. MCU places a high priority on faculty, staff, and student research, but does not have organizational structures, policies, and processes similar to the sponsored projects offices found in most universities.

3. Policy

a. Definition. For MCU's purposes, a sponsored project is a research effort, event, publication/material development, or other activity or capability development for which external sponsorship has been offered. Sponsorship may take the form of funds, services, or other assistance, such as logistical support.

b. Any MCU personnel planning to apply for or accept funds for a sponsored project must comply with applicable laws, policies, and procedures. An overview of these policies can be found on the Research and Sponsored Projects portal.

c. MCU personnel planning to accept funds for a sponsored project to be conducted outside of working hours and manage those funds directly or through another institution must comply with Title 10 Order 12000.1E, specifically the section on Outside Employment.

d. Authority to approve time and topics for sponsored projects is delegated from CG EDCOM /President MCU to the Directors of university components.

e. Proposals for enhancements offered by Marine Corps University Foundation (MCUF) or Marine Corps Heritage Foundation (MCHF) must be approved by the designated MCU liaison per MCU's Gift Acceptance and Volunteer Services Policy prior to staffing to CG EDCOM /President MCU.

f. Proposals for grants from non-government scholarly sources as defined in 10 U.S.C. §8594 or as gifts in MCU's Gift Acceptance and Volunteer Services Policy must be approved by CG EDCOM /President MCU.

g. Proposals for sponsored projects to be carried out primarily or wholly by one or more students must be supervised by a member of MCU's faculty or staff who is responsible for ensuring compliance with applicable laws and policies, appropriate and timely execution of funds, and required reporting and record-keeping. Such projects must be designed and executed to be completed before the student(s) leaves MCU.

4. Procedures. Applicable guidelines and required processes and reporting vary considerably based on the type of sponsorship and type of project. Therefore, in March 2020, MCU chartered the Sponsored Projects Council (see related policies and forms below) to facilitate the development of clear guidelines and procedures and to serve as a decision-making body for questions or issues related to sponsored projects. Procedures are posted on the Research and Sponsored Projects portal as developed or revised.

a. CG EDCOM/President MCU. Review and approve or disapprove all proposals for sponsored projects to be supported by gifts and non-government scholarly sources in accordance with MCU's Gift Acceptance and Volunteer Services Policy and Authorization to Accept Qualifying Research Grants under 10 U.S.C. § 8594.

b. Provost and Vice President for Business Affairs

(1) Review all proposals requiring CG EDCOM/President MCU approval prior to staffing for his/her decision.

(2) Review all proposal packages to ensure supportability in terms of Business Affairs and Academic Affairs support staff time.

c. Designated MCU liaisons. Review and approve or disapprove all proposals for sponsored projects to be supported by MCUF or MCHF in accordance with MCU's Gift Acceptance and Volunteer Services Policy.

d. Director of Research

(1) Advise faculty, staff, and supervisors on sponsored projects policy and procedures.

(2) Review and route all proposals for sponsored projects as needed for the specific sponsorship opportunity.

(3) Track progress of all proposed and awarded sponsored projects in coordination with the Comptroller's Office.

e. Sponsored Projects Council (SPC)

(1) Maintain archive of non-financial records of sponsored projects.

(2) Perform all functions described in SPC charter.

f. Comptroller's Office

(1) Review proposed sponsored projects to ensure compliance with applicable laws and policies. Recommend changes as needed for compliance.

(2) With Resource Advisors, maintain financial records of sponsored projects.

(3) Advise SPC of discrepancies or concerns with financial aspects of sponsored projects.

(4) Route packages in accordance with SECNAV Instruction 4001.2K.

g. Staff Judge Advocate (SJA). Review all proposed sponsored projects to ensure compliance with applicable laws. Recommend changes as needed for compliance.

h. Directors

(1) Review and approve or disapprove the time requirements and topics of sponsored projects proposed within school or university component. Topic review must be consistent with the principles of academic freedom as described in MCU's Academic Regulations.

(2) Maintain records of approvals and disapproval for communication to the SPC as needed.

(3) Provide routine supervision of personnel and students conducting sponsored projects.

(4) These responsibilities may be delegated to the component's Dean or equivalent.

i. Resource Advisors

(1) Support the execution of sponsored project funds in accordance with applicable laws and policies and project timeline.

(2) With Comptroller's office, maintain financial records of sponsored projects.

(3) Advise SPC and Comptroller's office of discrepancies or concerns with financial aspects of sponsored projects.

j. MCU Personnel Proposing and Executing Sponsored Projects

(1) Obtain permission for time requirements and topic from Director.

(2) At least 30 days prior to submitting a proposal for or agreeing to a sponsored project, submit a Notice of Intent package for review by the SPC, Comptroller's office, SJA, and other offices as required by the specific sponsorship opportunity.

(3) Execute the project and create deliverables in accordance with the sponsorship agreement and applicable laws and policies.

(4) Work with Resource Advisor to ensure appropriate and timely use of funds and to maintain required financial records.

(5) Maintain all required non-financial records as determined by the SPC for the specific project.

k. MCU Personnel Supervising Student-led Sponsored Projects

(1) Perform all functions in 4.j for project.

(2) Supervise student execution of project.

Related Policies and Forms:

Academic Freedom and Non-attribution

Gift Acceptance and Volunteer Services. Marine Corps University Policy Letter 1-18

Notice of Intent to Apply for or Accept Support for a Sponsored Project

Research and Sponsored Projects Portal

Sponsored Projects Council Charter. 12 Mar 2020

Promulgated: 9 Mar 2021

Reviewed: 2 Dec 2022

Revised: 2 Dec 2022