

Section: 200
Section Title: Academic
Policy Number: **New** 220
Policy Name: Grants & Sponsored Programs Compliance
Approval Authority: Board of Trustees
Responsible Executive: Vice President with Oversight of Grants & Sponsored Programs
Responsible Unit: Grants & Sponsored Programs
Date Adopted:

POLICY STATEMENT

Ramapo College of New Jersey (hereinafter referred to as the “College”) is committed to supporting research, scholarship, creative work, and other institutional activities through the procurement of external funding, including those from government agencies and private organizations.

PURPOSE OF POLICY

The purpose of this policy is to ensure that all sponsored programs for which external funding or internal funding is provided support the College mission and strategic plan, enhance the College’s reputation and standing, and comply with applicable federal, state, and institutional regulations, as well as those of the sponsoring agency.

TO WHOM DOES THE POLICY APPLY

This policy applies to all College employees engaged in sponsored program activities, whether they are externally funded or not. This includes faculty (full-time, part-time/adjunct, lecturers, professional staff who teach), administrators, staff, and persons/parties contracted by the College.

SUPPLEMENTAL RESOURCES

- Procedure 220: Grants & Sponsored Programs Compliance
- Grants & Sponsored Programs Compliance Manual
- [Policy 407: Fundraising Gifts and Grants](#) (under review)
- [Policy 649: Financial Conflict of Interest \(Sponsored Research\)](#)

CONTACTS

Office of the Provost

PROCEDURE 220: GRANTS & SPONSORED PROGRAMS COMPLIANCE

Procedures to ensure the proper conduct and controls associated with sponsored programs are detailed in the Sponsored Programs Manual.

The Grants and Sponsored Programs Compliance Manual shall include, at minimum, the following subjects:

- Introduction
- About Sponsored Programs
- Pre-Award Management
- Award Management
- Award Closeout
- Audit
- Regulatory Compliance
- Appendices

The Manual shall be reviewed annually by the Office of Grants and Sponsored Programs, and shall be made available to all College employees engaged in sponsored program activities.