

**Virginia Union University**  
**TITLE III ADMINISTRATION**  
**OFFICE OF SPONSORED PROGRAMS/RESEARCH**

**Virginia Union University Grant Funding Incentive Program**

**Purpose**

The purpose of the Grant Funding Incentive Program is to enhance the recruitment and retention of exceptional faculty and staff. Virginia Union University (VUU) encourages appropriate and properly sanctioned faculty and staff creative and professional activity that may result in supplemental compensation. Such appropriate activities include, but are not necessarily limited to research, professional consulting, invention, and technical or professional innovation. VUU offers incentives to faculty and staff who secure external funds for the University through proposal development leading to new revenue streams. The primary purpose of the incentive is to encourage faculty and staff to expand the scope of their professional capabilities to include research, proposal writing, proposal submission, and grant/contract development training.

**Policies**

Employees and/or departments who receive grant awards receive them on behalf of Virginia Union University. All grants awarded to the University are subject to the policies and procedures of the University, as well as, the guidelines of the grant and funding agency. The following general principles or policies will guide the process of seeking and securing external funding:

- ❖ Virginia Union University endorses grant activities provided that the activities are assessed within the context of the instructional needs and programs of the University. The University determines whether the grant application should be prepared and submitted.
- ❖ Virginia Union University reaffirms its support of and encouragement for faculty and staff to procure external funding in support of their area of responsibility. Applications must be consistent with and supportive of the mission and goals of the University's Strategic Plan.
- ❖ Virginia Union University encourages submission of grants by a full-time status employee or employees.
- ❖ Virginia Union University faculty and staff may have the autonomy to select the type of external funding project (grant or contract) that is consistent with his or her educational and scholarship needs, pending approval of the appropriate University personnel.

- ❖ Virginia Union University expects to recover the maximum allowable indirect costs for any grant application, unless special circumstances warrant otherwise.
- ❖ Virginia Union University cannot guarantee faculty salaries during the summer, thus no release time may be granted for summer. Moreover, release time during regular academic year will be calculated on the basis of a faculty member's nine-month salary.
- ❖ Virginia Union University will provide financial support of up to ten (10) percent of the value of indirect costs derived from the grant to the department(s) and/or the Principal Investigator/Project Director. This percentage is distributed in equal increments over the life of the grant. The Principal Investigator/Project Director must negotiate the terms of this disbursement with the department supervisor or department chair and academic dean, and secure approval from the appropriate Vice Presidents. These funds received by the department(s) must be used to support professional activities, such as, travel, research, materials, and software. This support is at the University's discretion and may be withdrawn at any time.

**If a grant provides no indirect cost, the University will provide no cost to the department or Principal Investigator/Project Director.**

Virginia Union University may support faculty and staff members who seek multiple sources of external funding if the grant activities and duties are reasonable and manageable within a given period of time and other duties within the University are satisfied.

Virginia Union University does not authorize the applicant to make commitments for contributed or matching funds without the recommendation of the Department Chair, School Dean, and approval of the appropriate Vice Presidents.

The faculty/staff who receives a grant award will be responsible for the appropriate supervision, execution, generation of reports and amendments to the project, budget, and dissemination of project outcomes and termination of the project. Title III Administration/Office of Sponsored Programs/Research and Financial Affairs will provide management and financial oversight of the grant, while the administrative oversight will be facilitated through the appropriate department head.

**Distribution of Funds**

Funds from the grant will be made available to the Principal Investigator/Project Director or department in accordance with the terms and budget of the grant funding agency and in accordance with the grant and university guidelines.

For more information contact: Samuel T. Rhoades, JD or Mrs. Linda R. Jackson