

PROCESS TITLE: COLLEGE OF HUMAN MEDICINE POLICY FOR STEWARDSHIP OF EXPENDABLE AND ENDOWED AWARDS	 College of Human Medicine
Category & Number: Funding/ E & E Awards-002	Last Revised Date: April 11,2019
Effective Date: May 1, 2019	Revision Number:
Responsible Party: Sr. Associate Dean Research	Page 1 of 1
Persons Affected: Deans, Directors, Chairs, Faculty, Awardees	

1.0 Policy/Purpose:

To ensure the appropriate administration and stewardship of all gift-based expendable awards and endowed funds. This policy is required for the College to be compliant with Michigan State University policies and procedures and to ensure that

- the intent of the gift is being honored;
- funds are awarded and managed through a rational, thoughtful and equitable process;
- managers and recipients are accountable for appropriate fund utilization.

The purpose of this oversight is to ensure appropriate and consistent management processes for successful stewardship.

2.0 Definitions:

Types of Gifts for Research

All gifts are not the same. Some gifts to units are general and have no specific purpose beyond a general use in a discipline. Some are from specific donors to specific investigators. Others are established for a declared research topic and require eligible applicants to submit a proposal through a competitive process. Endowed professorships and chairs are highly prestigious and provide ongoing expendable funds, along with an honorific. These awards require the recipient to utilize the funds in a focus area while maintaining a robust research program.

2.1 Non-competitive/Discretionary Gift Funds in Support of Research

Gifts for the general purpose of research should be tracked in use and should meet with the general mission for research within the unit. It is the managing unit's responsibility to track the expenditures of such funds and create an annual report that outlines the utilization in general categories and keep it on file in case of audit requests (Potential addition: an attachment/appendix in support of this with the Finance Office).

2.2 Competitive Gift Funds in Support of Research

All competitive research awards (expendable or endowed) must develop a process for review and should be within the intent and scope of the gift as laid out in the gift letter. Units designated as responsible for managing competitive awards should submit proposed processes to the CHM Research Office for review and approval every 5 years. If CHM is the designated managing unit for an award, the Senior Associate Dean for Research or appropriate designee, will submit a plan using the above structure, to be reviewed by the Dean (or their designee).

The plans should outline the following:

- a. Purpose. The purpose of the award as laid out via donor intent, or by the organizing unit if no intent was provided with the gift.
- b. Eligibility. Does the recipient(s) need to be in a particular role or have a specific affiliation, e.g. tenure system for faculty, graduate students, postdocs or specific units or colleges.
- c. Application process. Announcement/notice of availability of award process, critical dates, application, other documentation needed for submission.
- d. Evaluation process. Timeline, evaluators (donor, scientific experts, others in community), criteria used for evaluation (scoring, programmatic interest), selection for funding.
- e. Award process. How are funds distributed? Who is responsible for ensuring regulatory compliance (IRB, IACUC, etc.).
- f. Process for budgetary oversight. Appropriate categories should be outlined in application and adhered to by managing unit.
- g. Provisional and/or final report generation. Timeline for reports, and designated reviewer for compliance. If progress milestones are not met, a plan must be in place for discontinuation of, or amendments of, focus to a multi-year award.

Each of these components, whether explicitly outlined in a gift letter or not, must be approved in collaboration with the Senior Associate Dean for Research or the Dean of the College or their designees.

2.3 Endowed Professorships and Chairs

Endowed Professorship and Endowed Chair recipients must function within the intent and scope of the endowment as outlined in the gift agreement held with University Advancement. Endowed professors and chairs will be appointed for a term not to exceed five years. Endowed positions will be reviewed after the term to determine if they are optimally serving the intent of the gift agreement. The managing unit leader and the Senior Associate Dean for Research, and their designees/consultants will review the utilization of the award to determine whether renewal is warranted or whether a new recipient should be named.

- a. Proposing a recipient:
The managing unit leader, in consultation with the Senior Associate Dean for Research, will put forward a recommendation for a recipient. The candidate will be nominated based upon
 - the fit to the gift agreement;
 - their prior or expected future performance; and
 - the potential for the candidate to be able to fulfill the mission of the endowed position.

A process will be developed for evaluating candidates specific to the endowment. The managing unit leader and the Senior Associate Dean for Research, and their designees/consultants will review the candidate and determine whether the nomination serves the best interest of the endowment's mission. If approved, the candidate will be named to the endowment. If not approved, an additional recipient will be nominated.

- b. Budgeting:

Those individuals named to endowed professorships or chairs are expected to work in consultation with their unit leader to create a budget for the utilization of the endowment's annual allocation. This budget should be finalized no later than May 1 prior to the next FY. The budget should be allocated in such a way that it supports the research effort of the recipient, benefits the recipient's research program and enhances the overall research activities of the unit. The budget should be kept by the unit and made available to the Research Office upon request.

c. Annual Reporting:

An annual report outlining the activities supported by an endowed position will be created and submitted to the Research Office and the College Development Office. The report will be due September 1 and outline the activities in the last fiscal year. (Forms and information will be in an appendix.)

3.0 Revision History

Revision #	Effective Date	Reviser	Description
	May 1, 2019	-	Original