

**3.4 Subject: GRANTS AND CONTRACTS**

Date Adopted: June 22, 1987

Date Amended: September 12, 2008

Reference: Minute Book: 38 Page: 16-18

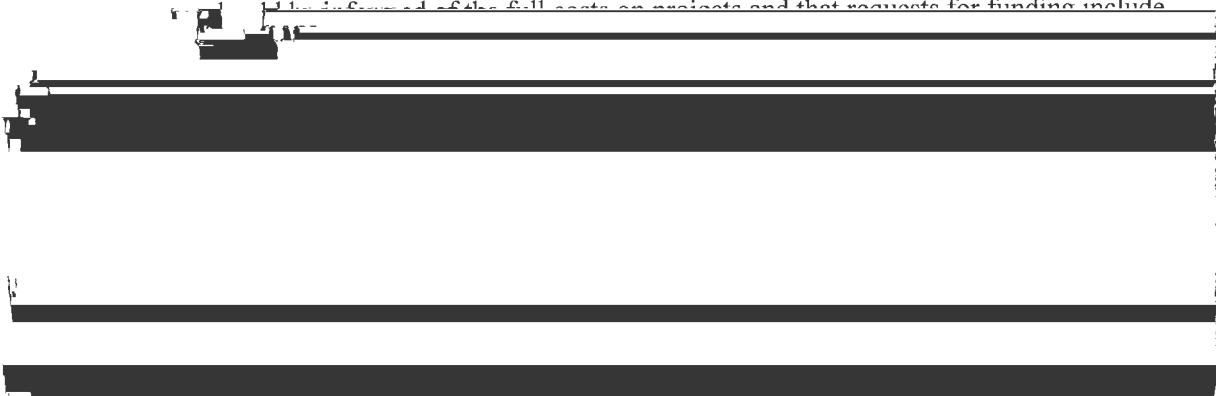
Murray State University has three primary missions: teaching, research, and service. Externally funded



All proposed budgets will include full indirect costs:

- a. At the rate negotiated between the University and the United States Department of Health and Human Services, or
- b. At the maximum rate allowable by the potential sponsor, if less than (a) above.

Because of the cooperative relationship between the Commonwealth of Kentucky and its local government entities, there is some basis to not request full cost from these sponsors. These



All funds received from external funding agencies and all funds offered as matching contributions by the University toward grant/contract activities must be budgeted from identifiable sources and accounted for by the University.

**B. EARLY PROJECT START-UP**

No expenditures, purchase orders, requisitions, or personnel actions should be initiated before a fully executed agreement is received and a formal budget and account number are established. Exceptions to this policy may be approved by the appropriate vice president.

**C UNALLOWABLE EXPENSES**

Any expenses or obligations that do not comply with the grant/contract guidelines or that are otherwise disallowed will be charged to the host department account number provided on the initial routing form.

**D FISCAL REPORTS**

The Office of Accounting and Financial Services is the only department on campus authorized to submit fiscal reports to sponsors.

**E PROCUREMENT**

All funds derived from external sources are deposited in the central accounting system of the

~~University. At the University, all internal procedures~~  
~~are subject to the University's procurement policy.~~  
~~For more information, contact the Office of Accounting and Financial Services.~~  
~~1-800-333-3333~~  
~~www.murray.edu~~  
~~10/1/11~~

through June 30 of the following year (52 weeks).

2. Released Time

It is the policy of the University that, when feasible and appropriate, faculty with grants/contracts will be given released time (as specified in each grant/contract) to perform the agreed upon amount of work.

#### H. CRITERIA FOR RECEIVING OVERLOAD PAYMENTS

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by the University.

b. Non-Exempt Staff

Non-exempt staff is normally those University employees who are employed on an hourly basis. According to their assigned work positions, they may be expected to

