

GRANTS AND CONTRACTS AND SUBCONTRACTS POLICY

This policy is to provide for efficient and effective contractor/subcontractor relations and for successful grant and contract performance by HSU Sponsored Programs Foundation.

One of the areas of contractor/subcontractor relations which requires care is insurances. It shall be the policy of HSU Sponsored Programs Foundation to receive evidence of both worker's compensation and liability insurance coverage, to be named additional insured on same with thirty-day notice of cancellation and with waiver of subrogation. This practice minimizes the risk.

Another area of contractor/subcontractor relations requiring care is payment for deliverables. It shall be the policy of HSU Sponsored Programs Foundation that no payment shall be made to contractors or subcontractors until deliverables are received, inspected and accepted. This practice assures our ability to fulfill obligations to third parties.

Another area of contractor/subcontractor relations requiring care is payment to HSU Sponsored Programs Foundation for services rendered. It shall be the policy of HSU Sponsored Programs Foundation to request advance payment rather than cost reimbursement contracts whenever possible, especially if the funding agency is not an established grant and contract making organization such as a federal agency, state agency, county or city government, major corporation or major foundation. Should the awarding agency be unwilling to make advance payments, alternate assurances against loss shall be utilized. These shall include but not be limited to posting of payment bonds, bank letters of credit, and non-expenditure until payment is received by HSU Foundation on our deliverables to the awarding entity.

All grants and contracts shall have either a full-time faculty or staff member who is at least a co-investigator on the project. The one exception to this policy is for adjunct professors who are full-time federal employees that are housed on the campus under agency cooperative agreements.

In summary, this policy seeks to assure that contract and subcontract relationships will be conducted so as to assure successful operations. Further, this policy seeks to assure that HSU Sponsored Programs Foundation remains successful in fulfilling grant and contract responsibilities.