



Memorandum of Understanding

Date:

Dear **GRANT RECIPIENT**,

On behalf of 4-VA at James Madison University, we are excited to congratulate you on your outstanding proposal, **TITLE**, which has been selected as one of our Fall 2021 Collaborative Research Grants. We are delighted to support your project and award you \$ **AMOUNT** of funding.

As a grant recipient we ask that you sign this document to confirm your understanding of the requirements and expectations associated with 4-VA collaborative research grants.

As a recipient of a 4-VA collaborative research grant, you agree to:

- Complete all activities in alignment with the original awarded proposal, budget, and timeline, or submit an amended proposal, budget, and timeline for approval in advance should circumstances change
- Comply with 4-VA and Virginia expenditure policies (as described in Attachment A)
- Comply with 4-VA assessment policies and report project updates (as described in Attachment B)
- Participate in a showcase of work (at conferences, the 4-VA Annual Symposium, etc.)
- Return any unused funds to 4-VA at JMU upon expiration of the original timeline or after one year of inactivity (whichever occurs first)
- Failure to comply with these commitments will result in the rescindment of funding and ineligibility for future funding through 4-VA. The 4-VA at JMU office reserves the right to close your grant budget if you are not following the above guidelines.

Faculty PI

Printed Name

Signature

Date



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Lakeview Hall, MSC 0305
298 Port Republic Road
Harrisonburg, VA 22807



Attachment A

4-VA Expenditure Process and Policies

All 4-VA grant expenditures must be spent and/or reimbursed in accordance with the JMU Financial Procedures Manual and university policies. Unused funds will revert to the 4-VA at JMU office after one year of inactivity or upon expiration of the original timeline outlined in the awarded proposal. It is imperative that grant activities and expenditures match the awarded proposal and if there are changes, a modified budget and proposal must be submitted to the 4-VA office and approved in advance.

****You may not spend any funds without first contacting 4-VA Assistant Director Karris Atkins at atkinskc@jmu.edu or (540) 568-7170. Even if you have outlined how you plan to spend the funds in your proposal, you must contact the 4-VA office for approval prior to the actual purchase. If funds are spent without prior approval there is no guarantee of reimbursement.****

- The Primary Investigator is responsible for communicating with the 4VA office.
- Contact 4-VA Assistant Director, Karris Atkins at atkinskc@jmu.edu to spend funds.

Funding can be processed in two ways:

1. Funds can be expended directly through the 4-VA at JMU office for:
 - a. Supplies – 4-VA can order supplies and have them delivered to our office for pick-up. You will need to email your items (Part numbers, quantity, vendor, pricing, etc) and then plan to pick up your item(s) at Lakeview Hall. ****Amazon is not an eVA approved vendor.** This means that Amazon should be avoided unless no other vendor can be found. To ensure all items are ordered and received in a timely manner, please make every effort to find an eVA registered vendor. For help identifying eVA registered vendors, please use the Sourcing Guide (https://www.jmu.edu/procurement/_files/other/jmu-campus-user-sourcing-guide.pdf), or contact the JMU Procurement Office or Karris Atkins.
2. Funds can be transferred to a home department to cover expenses related to:
 - a. Hiring of students, honorariums, survey/participant incentives - 4-VA can transfer the funds needed for the hiring of student workers, honorariums, and/or survey participant incentives to the PI's JMU department. The PI is responsible for working with their fiscal technician to ensure the proper hiring or purchasing procedures are followed in accordance with Virginia State and JMU rules and regulations. Failure to complete the onboarding process for all employees (faculty or student) prior to starting, will be fined



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- in accordance to JMU policy by the HR office. 4-VA is not responsible for any fines accrued due to negligence in completing necessary hiring paperwork.
- b. Faculty members and their approving unit heads should confirm that the required administrative support exists prior to electing this option.
 - c. 4-VA Assistant Director Karris Atkins should still be aware of expenditures prior to purchase, even through a home department, to ensure funds are available. Otherwise there is no guarantee of transfer for reimbursement.
 - d. Funds transferred to departments are not eligible for rollover and PIs are responsible for reporting on all expenses.
 - e. Departmental fiscal technicians and administrative assistants are not responsible for having exact grant budgets. For any questions about your 4-VA budget, please refer directly to 4-VA Assistant Director Karris Atkins.
- Travel funds must follow the Office of Accounts Payable policies and will be evaluated on a case-by-case basis. Most travel will go through your department as usual and the department will be reimbursed by 4-VA. As a reminder, all travel needs lead time but especially international travel. Please contact Karris Atkins before booking any travel.

For other expenses or for specific questions about purchasing or transfer of funds, please contact Karris Atkins at atkinskc@jmu.edu or (540) 568-7170.



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Attachment B

4-VA Assessment Policies

4-VA expects grant recipients to participate in assessment activities throughout the duration of the project and after, as appropriate (up to 5 years).

Assessments

4-VA grantees will receive assessment questionnaires (called Project Updates) during and after their grant project, which *must be completed* as part of the funding agreement. These assessments are vital for 4-VA reporting and participation is imperative.

After grant funding has commenced, grantees will be asked to provide a reference for

- Publications resulting from the 4-VA project
- Conference presentations resulting from the 4-VA project
- Applied for or awarded external grant funding (NSF, NEH, etc.) that stems from or relates to the original 4-VA project

We will prompt you for this information during the course of the year, but please feel free to send outcomes to Nick Swayne (swaynedd@jmu.edu) or Karris Atkins (atkinskc@jmu.edu) as results emerge.

Photography

4-VA expects grantees to coordinate with 4-VA staff as well as University Communications & Marketing for photographs of the team engaging in project-related activities. If you have activities you would like documented or opportunities for photographs please let Kim Fisher (reedyka@jmu.edu) know at least 3 weeks in advance.

Publication Acknowledgements

Grantees are expected to acknowledge 4-VA support as a part of publications using the following language:

This research was funded by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia.

OR

This research was funded in part by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia.

****Please use the updated 4-VA logo (attached file) on any related materials.****



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For questions regarding assessment practices or procedures please contact Kim Fisher at reedyka@jmu.edu.



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