

## Institutional Engagement - Compliance Requirements

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency
Higher Education Act of 1965	Department of Education	By January or July 31st of each year, which ever is sooner depending on the time of the gift, the college must file a disclosure report about ownership or control by, or contracts with gifts from foreign sources. The institution shall file a disclosure report with the Department of Education for gifts and contract of \$250k or more received within a calendar year.	IE	Vice President, Institutional Engagement	Annually by the 31st of January or July
All federal and state Proposal Cover Sheets and Certifications		The signing of the NSF Proposal Cover Sheet and the Certification for Contracts, Grants Loans and Cooperative Agreements is required for all institutions receiving and award exceeding \$100k		Signed by the EVP	On-going
Expense Reporting for Federal Grants	Restricted Accounts Donor	Monitoring of spending to verify that it is used properly for purpose outlined by Donor or Grant. Federal grants need to comply with federal laws and grant intentions	Academic Affairs, , Retricted Funds Manager, Grants Committee	Grants Administrator	On-going
Acknowledgement of Gifts	Applicable Donor	Requires proper acknowledgment of Financial gifts including notification via letter of receipt of gift, and proposed use of funds.	IE	Vice President, Institutional Engagement reminder to: Suzanne Cullion	On-going