

Sponsored Programs Administration

POLICY AND PROCEDURE ON DISCLOSURE OF INFORMATION

Sponsored Programs Administration (SPA), a unit within the Division of Research, is committed to providing services to the University community through, in part, the timely and appropriate dissemination of information. Outlined below is the procedure that all SPA staff will follow when requests for information are received from University faculty, staff, students, private citizens, and corporate entities. Not included is information transmitted as part of a grant or contract submission or negotiation, nor information regarding available funding opportunities. Sponsored Program Administration's staff will be familiar with the Mississippi Public Record Act and the Federal Freedom of Information Act.

Requests for Copies of Proposals and Award Files:

Any request for copies of proposals or awards will be handled by the Director of Sponsored Programs or the Sponsored Programs Administrator responsible for the area from which the request is generated. Copies of proposals and awards will be provided only with the explicit knowledge and permission of the principal investigator (project director). Prior to providing the proposal/award information, a Request for Information form must be completed.

Requests for Information Concerning Sponsored Programs Operations:

These requests should be referred to the Director of Sponsored Programs for review and approval.

Requests for Information or Generation of Reports from the SPA Data Base:

These requests may be handled by any member of the Sponsored Programs staff, but may be provided only to University faculty and staff, and must be requested using the Request for Information form. Requests for information/data received from an individual or entity external to Mississippi State University must be referred to the Vice President for Research, who will review and approve or refer the request to University Counsel.

NOTE:

In no instance may any individual, external to the Office of Sponsored Programs, be granted access to the Sponsored Program's files except by permission of the Director of Sponsored Programs, the Vice President for Research, or University Counsel.

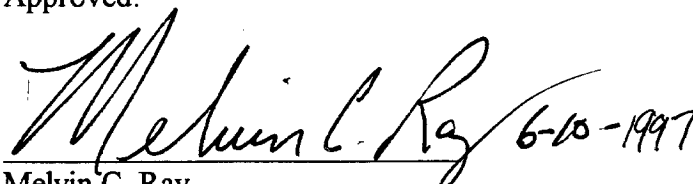
The awards posted on the SPA Home Page will be available only to users with the University system.

SPA will disseminate Monthly Reports of Activity only to a list of pre-approved individuals. This list must be approved by the Director of Sponsored Programs and the Vice President for Research.

Reviewed:

Approved:


Lynne U. Chronister
Director, Sponsored Programs Administration


Melvin C. Ray
Acting Vice President for Research