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EAST TENNESSEE STATE  
UNIVERSITY

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## **Procurement Policy for Sponsored Programs**

**Policy Name:** Procurement Policy for Sponsored Programs

## **Policy Purpose**

This policy specifies the special requirements for procurement for Sponsored Programs at East Tennessee State University (ETSU or University).

## **Applicability**

This policy applies to ETSU faculty and staff.

## **Responsible Official, Office, and Interpretation**

The Chief Financial Officer and the Vice Provost for Research are responsible for the review and revision of this policy. For questions about this policy, please contact the Office of Business and Finance or the Office of Research and Sponsored Program Administration. The CFO in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Interagency Grant Agreement

A cost reimbursement grant agreement between two Tennessee state agencies, the University of Tennessee, or Board of Regents colleges and universities.

### Principal Investigator

The Principal Investigator (PI) is the primary individual responsible for the preparation, conduct, and administration of a Sponsored Program in compliance with applicable federal and state laws and regulations, award terms and conditions, sponsor and institutional policies and guidelines.

### Unit Rule

Unit Rule: A written directive that applies to a specified academic, administrative, or other unit of the university and governs a process that is unique to that unit. Unit Rules may be referred to by various names which include but are not limited to as department

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rule, department guideline, department policy, by-law, charter, regulation, handbook, standard operating procedure or statement of standards.

### University Policy

A guiding principle that addresses the governance or internal management inherent in carrying out the mission of the university that does not affect private rights, privileges, or procedures available to the public. Unless a policy explicitly states otherwise, it is binding on all students, faculty, and staff.

### Sponsored Program

Sponsored Programs are those activities that are supported by funding external to the general operating budget of the institution. Sponsored Program funding is restrictive in nature, as the activities it supports are specified by the external agency through the mechanisms of grants, contracts, and/or cooperative agreements

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### Policy

#### 1. Sponsored Program Procurement

This policy is intended to accompany and not supersede any other University Policy or Unit Rule.

- 1.1. Goods or services purchased with Sponsored Program funds shall comply with award terms and conditions, applicable state and federal laws, and sponsor and ETSU policies and guidelines.
  - 1.1.1. When procuring goods and services under a Sponsored Program and/or federal award, ETSU will follow the same policies and procedures it uses for procurements from its non-federal funds.
  - 1.1.2. ETSU will comply with the regulations governing the specific Sponsored Program award which may include the Federal Acquisition Regulations, and 2 C.F.R. §§200.321, 200.322, and 200.323. ETSU will ensure that every purchase order subject to the Uniform Guidance includes any clauses required by C.F.R. § 200.327.
  - 1.1.3. When ETSU is designated as a subrecipient grantee in any interagency grant agreement from the State of Tennessee, ETSU will comply with the requirements of 2 C.F.R. §§ 200.318–200.326.
- 1.2. All goods or services purchased with Sponsored Program funds will meet the criteria of allowability as defined in [2 C.F.R. §200.403](#)
- 1.3. Goods or services purchased with funding from more than one Sponsored Program will document and justify the method of allocation.
- 1.4. The Principal Investigator is responsible for obtaining prior approval for purchases when required by the terms and conditions of the award.
- 1.5. The Principal Investigator is responsible for ensuring all goods and services purchased on a Sponsored Program are delivered and received and in acceptable condition.
- 1.6. Goods or services purchased on a Sponsored Program must be free of internal and external conflicts of interests as defined by the sponsor's terms and conditions, applicable state and federal laws, and ETSU policies.
- 1.7. State Sponsored Program purchases for goods and services shall not be made from vendors on the [State of Tennessee Debarred Vendors List](#).
- 1.8. Federal Sponsored Program purchases for goods and services shall not be made from vendors on the [List of Parties Excluded from Federal Procurement and Non-Procurement Programs nor the State of Tennessee Debarred Vendors List](#).

**Policy Effective Date:** 01/08/24 • **Policy Revised:** N/A  
**Procedures Effective Date:** N/A • **Procedures Revised:** N/A

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## **Procedures**

N/A.

## **Applicable Forms/Policies and Websites**

[General Purchasing.](#)

## **Authority and Revisions**

**Authority:** T.C.A. § 49-8-23 et. seq; 2 CFR §200.320 Methods of Procurement 2 CFR §200.317 Procurement by States

**Previous Policy:** N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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