


Memorandum

To: All Administrators, Faculty, and Staff
Norfolk State University

From: Carolyn W. Meyers, Ph.D. 
President

Date: November 13, 2007

RE: Administration of All Contracts and Grants

As previously notified via email at the start of the fall semester, the administration, related procurement, billing as well as other activities associated with all Norfolk State University contracts and grants must comply with the established University policies, procedures, and practices and the appropriate requirements of the Commonwealth of Virginia. NSU policies and procedures for the administration of grants and contracts may be viewed on the Sponsored Programs website at:

www.nsu.edu/sponsored_programs/policies.html

Please be advised that no exceptions for any contract or grant will be considered unless authorized by the Norfolk State University Board of Visitors.

C: Bobby N. Vassar, Rector
Norfolk State University Board of Visitors