

Applies To:

TITLE:	Community Event Sponsorships Process	Guidance Number:	MICHR-OPS-OFC15
		Version:	1.1
Approve Date:	07-25-2024	Effective Date:	07-25-2024
Review Date:		Revision Date:	

Purpose: This guidance document outlines the process for community partner organizations to request sponsorship support from MICHR.

Scope: This guidance applies to any organization that reaches out to faculty and staff of MICHR looking for sponsorship support of their community event.

Guidance: MICHR Community Engagement will request budgetary funds each grant year to support events in the community aligned with health equity and translational science.

MICHR CE Team will facilitate the process with ultimate approval given by MICHR Leadership, Drs. Julie Lumeng and Erica Marsh:

Guidelines

- One award per organization per year up to \$1,000;
- Organization must be a 501c3;
- Event must be planned or co-planned by the community;
- MICHR must be referenced as a sponsor in any promotional materials; and
- Per 31 U.S.C. 1352, which is incorporated in the NIH Grants Policy statement under 4.1.17 Lobbying Prohibition and 4.2.6. Lobbying-Appropriation Prohibition: recipients of federal grants cannot use federal funds and/or approved voluntary committed cost share to pay the salary and/or expenses related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action and/or other actions pending before any branch of federal, state or local government. Therefore, the event cannot be an activity designed to influence the enactment of legislation, appropriations, regulation, administrative action and/or other actions pending before any branch of federal, state, or local government.

In order for an organization to be considered for event sponsorship, they must submit a formal request. Upon the receipt of this request, MICHR staff member will share MICHR's sponsorship survey: [Qualtrics Survey | Qualtrics Experience Management](#). In order to be eligible for funding and for alignment, the event must be planned by community partners and in alignment with the advancement of both health equity and translational science.

Once the formal request and the survey are submitted, MICHR Leadership will be asked for approval. If approved, MICHR Finance will be connected to the community partner for invoice and payment processing.

Approver Signature: 	Original on file 400-474	Approver Name:	LaTonya D. Berryhill
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