WHAT CAN YOU DO TO PROMOTE A CULTURE OF COMPLIANCE?
► Code of Conduct, review and understand
► Obey the regulations and policies that apply to your job
► Make compliance awareness part of your job duties
► Plan to ALWAYS DO THE RIGHT THING
► Lead by example
► Identify potential problems of policy non-compliance
► Attend educational and mandatory training sessions
► Notify your supervisor or manager if you know of possible wrongdoing
► Contribute to open and honest communication
► Encourage co-workers toward a culture of compliance

WHAT CAN YOU DO TO PROMOTE A CULTURE OF ETHICS?
► Evaluate your facts for accuracy
► Think about all possible courses of action
► Handle your decision as if it was going to be in the news
► Identify the potential consequences of your decision
► Consider if your decision is setting a precedent
► Stop if you are in doubt—ask for direction

May Is Ethics and Compliance Month

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EthicsLine
1-888-299-9540
You Talk.
We Listen.
Help us Protect Our Values!

Volume 3, Issue 2
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ETHICS AND COMPLIANCE NEWS
A Quarterly Online Newsletter of the Ethics and Compliance Program

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Devising an idea for a grant proposal and getting your application submitted to the funding agency can at times be a daunting task with many twists and turns. However, receiving the “Notification of Award” from the funding agency can make the hassles and hoop jumping worthwhile. If you are considering submitting a grant application for the first time at Morehouse College, or even if you are a seasoned funded researcher, here are a few tips that will help make the process less stressful.

Your first step in the grant process is to complete the “Intent to Submit” form and return to Doreen Stevens, Grants Specialist in the Office of Research & Sponsored Programs (OSP). This form sets the application process in motion, and alerts the chain of review of your impending submission. If there are special conditions of your grant (e.g., cost sharing or sub-awardees) this should be indicated on your intent to submit form, which in essence is your application to the College for consideration to submit a grant.

After you have received approval from OSP to submit your grant, you are ready to write your proposal. Dr. Narviar Barker (the OSP grant writer) is available to assist you in developing your grant and budget, if we are given sufficient prior notice. When you have completed your proposal, the entire grant document should be submitted electronically and in hardcopy to Doreen in OSP who will review the application, and forward along the chain of review, which typically takes 7-10 days to complete, and may require revisions on your part.

At this review stage, several issues may delay your proposal. For example, do the line-item totals in your budget reflect what is stated in your budget justification narrative; and are your budget calculations correct? If your grant requires cost-sharing, have you provided letter(s) of support indicating the sources of the cost share and any relevant internal account codes? Have you included the Morehouse Chart of Account codes as identifiers in your budget? Have you properly computed the indirect costs for the grant? These are some of the essential details that are examined during our internal review.

Once your grant has cleared the internal review process, you will then be asked by OSP to submit the “Proposal Transmittal” form, which accompanies the approved copy of your proposal. In most instances, Federal grants are submitted online via grants.gov, which cannot be submitted directly by the faculty researcher. Only the Authorized Organization Representative (Doreen Stevens or Terry Mills) can submit these grants. Hopefully, these tips will assist you, and make the internal review and submission process go smoothly.

For assistance or more information, contact the OSP Administrative Assistant, Julia Kincaide at ext. 7795.

What Were They Thinking?

A former Georgia Tech professor will serve five years’ probation after he accepted a plea deal on charges he lied about being employed by the institution and the University of Minnesota simultaneously. He was sentenced along with his wife who was charged a year ago with conspiracy to defraud, theft by taking, and making false statements. The charges against his wife were dismissed. Authorities said that the duo double-billed the institutions and that they lied about whether he and his wife had signed contracts with the University of Minnesota, where they are currently employed.

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Football players at UNC, Chapel Hill made up more than a third of enrollments in suspect classes within a department the school investigated for academic fraud. The school stated that the football players represented 246 of 686 enrollments (36%) in the 54 courses within the Department of African and Afro-American Studies between summer 2007 and 2011. Those classes lacked appropriate supervision and were called “aberrant” or were “taught irregularly” with limited contact between instructors and students, according to a university report. The school’s investigation found fraud and poor oversight, including unauthorized grade changes and reports of grade rolls with what appear to be forged faculty signatures.
2012—2013 Ethics and Compliance Objectives

The following objectives for the College’s Ethics and Compliance Program were recently submitted to the Board of Trustees as part of our Work Plan for the 2012-13 fiscal year. As a reminder, the role of Ethics and Compliance is to ensure that these objectives are accomplished and do not pose a risk for the institution. As a result, our office works with business stakeholders who have direct responsibility for the mitigation of these action items. We share them with you so that you are also aware of the many issues we continue to address as we work toward our full compliance.

1. Conduct Audit of the Ethics and Compliance Program
2. Prepare and submit Annual Report on the Compliance Program to NSF and NASA
3. Monitor the completion of the Grants Manual in conjunction with the development of the Grants Module in Banner
4. Revise and customize new on-line compliance training for new hires
5. Provide annual compliance training to all employees
6. Monitor the addition of compliance factors to performance appraisals
7. Monitor the transition Payroll from ADP to Banner
8. Monitor the implementation of the Drug-Free Workplace Act for Schools & Campuses and drug-free training for employees
9. Monitor the completion of annual written performance appraisals
10. Monitor the completion of written job descriptions for all staff and faculty
11. Monitor the revision of the Harassment Policy and develop training program for all employees
12. Monitor the revision of the HR job requisition process to make it more efficient
13. Monitor the development & implementation of an Electronic Procurement System
14. Develop Title IX Policy, Procedures & Training
15. Develop various policies and procedures and post to Tigernet

“Compliance is an art developed through training and habituation. We do not act rightly because we have virtue and ethics, but rather, we have virtue and ethics because we have acted rightly. We are what we repeatedly do. Compliance, then, is not an act, but a habit.”

(Adaptation of Aristotle’s quote on “Excellence”)
Recognition of Ethics and Compliance Month

The month of May is recognized annually as Ethics and Compliance month. Organizations across the nation use this time to focus on ethics and compliance and reinforce the important message of ethical and compliant work environments. We have chosen to use this time as an opportunity to get the College’s compliance message out to all employees. Also, it is a time for those employees who are not in compliance with our mandatory training requirements (this also includes Red Flags training!) to get it completed! We want to achieve 100% compliance in all training activities!

Look for broadcast messages of interest on ethics and compliance issues. Join us as we celebrate ethics and compliance here at Morehouse!

Travel News

The following travel agencies are available to you for your travel needs.

**Alpha Travel Int.**
Contacts: Colin Hall, chall@alphacorptravel.com or Martha Corazzini, martha.corazzini@gmail.com
800-425-7427 Ext. 1 or Ext. 2

**World Venture Tours & Travel**
Contacts: Rea Christodoulou (Groups) rea@wvtt.com Stan Helmecki (International) stan@wvtt.com
865-588-7426

**Universal Travel**
Contact: Deborah Lee, dleetravel@comcast.net
800-573-2916
Fax: 678-395-5856

It is a sign of troubled times when the concept of pressure becomes an acceptable excuse for ethical shortcuts and moral shortcomings. Pressures are just temptations in disguise and its never been acceptable to give in to temptation. Ethics is about the ways things ought to be, not about the ways things are. When it comes to ethics, motive is every important. A person of character does the right thing for the right reason. Compliance is about what we must do; ethics is about what we should do. Ethical people often do more than the law requires and less than it allows. Noble talk and framed ethics statements are no substitute for principles conduct!

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Michael Josephson, The Josephson Institute
The College has established a policy and procedure for the reporting of all lost, stolen or destroyed property, including property that has been purchased with federal funds. This policy can be found in the Policy and Procedures Manual (CO 500.2 Campus Security) located on Tigernet.

As a reminder, all property purchased with federal funds must be immediately reported to the Campus Police. In addition, a written notification must be promptly submitted to the Controller’s Office. This policy must be strictly followed at all times to ensure that the appropriate federal agency is properly notified and inventory controls are accurate. The policy is as follows:

**CO 500.2 Lost, Stolen, or Destroyed Property**

All College property (e.g., equipment, supplies and foodstuffs) that has been stolen, lost or is otherwise missing must be reported to Campus Police as soon as possible. Campus Police personnel will assist in locating the missing or destroyed property. If the property is not located within 48 hours after it was first reported missing or destroyed, the incident must be submitted in writing to the Controller and the Vice President for Campus Operations via a Police Incident Report. The Police Incident Report should outline the circumstances under which the property was lost, stolen, or destroyed; the measures taken regarding the incident; and any other pertinent information.

**Federal Property**

The loss, theft or destruction of federally titled property must be reported to Campus Police. Written notification also must be given to the Grants Accounting Office so that the incident can be reported to the appropriate federal agency.
EthicsLine Reporting

EthicsLine is the name of our confidential reporting telephone and web-based system for reporting a concern regarding business conduct and was first implemented in 2004. The purpose of the EthicsLine is first to ensure that you as an employee, student, business partner or anyone associated with the College has a place to report any inappropriate behavior or practices you may experience within the Morehouse community. Second, the EthicsLine provides guidance if you are in doubt about ethical issues. The College is committed to operating with integrity in full compliance with all applicable laws, regulations, policies and procedures and in compliance with our ethical values.

The EthicsLine can be used to:

- report misconduct that has been observed or is suspected; and
- ask questions about Morehouse policies, or difficult issues of behavior or ethics, when the answers cannot be found elsewhere.

The College relies on you to speak up if you believe that you have observed unethical, illegal or suspicious behavior. When you speak up, you provide the information necessary to investigate and remedy a potentially damaging situation.

The EthicsLine is operated by an independent and impartial company. Anyone using it may remain anonymous. All matters reported through the EthicsLine are investigated. The College will not tolerate retaliation against anyone who files a report in good faith, regardless of whether or not the claim can be substantiated.

How To Use The EthicsLine

As an employee, student, business partner or anyone associated with the College, you may submit a report online at www.tnwinc.com/morehouse or by phone at 1-888-299-9540, 24 hours a day, seven days a week. We have taken numerous steps to ensure that everyone is informed and has access to the EthicsLine and know of its existence. We have sent information to employees via payroll stuffers. We have also included information about the EthicsLine in every Compliance Newsletter. Last year, we explored a different way of keeping employees informed about the EthicsLine and sent out a 3-5 minute compliance cartoon to all employee. The cartoon was also placed in the June issue of the newsletter and can be found on Tigernet. The cartoon is short, funny and is intended to raise awareness in the key area of reporting your concerns via the EthicsLine.

Posters regarding the EthicsLine can be found throughout the campus along with NSF and NASA Fraud posters. These posters are in 12 locations throughout the campus in Gloster Hall, Kilgore Hall, the Physical Plant Building, Campus Police Building, Post Office Building, Nasbrit Hall, Tech Tower, Archer Hall, Brawley Hall, Dansby Hall, Wheeler Hall, Sale Hall and the Leadership Center. We have an EthicsLine page on Tigernet that is accessible to all employees and students. In addition, every new hire is introduced to the EthicsLine during New Hire Orientation and receives a brochure and pocket card with information on contacting the EthicsLine. If you have any questions about EthicsLine reporting, please contact C. O. Hollis at ext. 8562 or Doris Coleman at ext. 7589.