# Policy Title

|  |  |
| --- | --- |
| **Effective Date:** | [Date policy will be effective] |
| **Supersedes:** | [Policy title and effective date] |
| **Policy Review Date:**  | To be reviewed every [1, 2, or 3] years from effective date |
| **Issuing Authority:** | Research Foundation President |
| **Policy Owner:**  | [VP responsible]  |
| **Contact Information:** | [Phone] |
|  | [Email] |

## Reason for Policy

[The reasons why a policy is necessary i.e. protect RF assets, law or regulation, OMB Circular and establish RF specific rules, philosophies and expectations]

## Statement of Policy

[The rule – what, who does it apply to, when is it applied, any exceptions]

**Header 1**

[If need multiple sections title them in bold]

**Header 2**

## Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

| **Responsible Party** | **Responsibility** |
| --- | --- |
| List all titles or roles involved in the execution of policy | List what part of the policy the role is responsible for |
|  |  |

## Definitions

*Term 1*- Definition [Provide terms and definitions that help the reader understand be specific items in the policy or those that may have multiple meanings but one for the purpose of this policy. These should be capitalized in the above sections. Enter “None” if there aren’t any for the policy.]

## Related Information

[Other policies or procedures that are referenced in this policy or might contain related information. Enter “None” if there aren’t any for the policy.]

## Forms

[List any required forms for this policy. Enter “None” if there aren’t any for the policy.]

## Change History

|  |  |
| --- | --- |
| **Date** | **Summary of Change** |
|  |  |

**Feedback**
Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.