

360 SPONSORED PROGRAMS

Policy 360 was included as part of the 2001 University Handbook revision.

360.1 Proposals Externally Funded. The University encourages faculty and professional staff to seek external support for research and creative projects. External sponsors often provide support for release time, personnel, equipment, travel, and expendable supplies. Because such activities affect the department and often require naming the University as the applicant, rather than the faculty member, all proposals submitted to external agencies or individuals must be approved by University departments/offices affected by the proposed project.

360.1.1 Process for Proposal Approval. These approvals are obtained by routing the proposal through the steps outlined on the University Routing Sheet and in the pamphlet titled "Preparing and Routing a Grant Proposal at Indiana State University", both of which are available in the Sponsored Programs Office. This procedure assures coordinated effort and consistent reporting once the proposal is funded.

360.1.2 Process for Development and Submission of Proposals. To facilitate the development and submission of proposals for external funds, the following procedural steps have been established:

360.1.2.1 Sponsored Programs Office. Faculty members contemplating the preparation of proposals should contact the Sponsored Programs Office. This Office provides valuable information about funding opportunities and has a proposal development specialist to assist with the writing and a grant account specialist to assist with the budget. Seeking assistance while writing early drafts may eliminate potential problems in the routing process once the final draft is completed. It is also important for faculty and staff to discuss ideas with supervisors and any colleagues who might be involved with or affected by the project.

360.1.2.2 Format of Proposal. The prescribed format will usually be set forth in the agency's guidelines and application materials, and some agencies request special forms. The Sponsored Programs Office can aid in the preparation of a targeted, well-organized, well-written, specific proposal and provide assistance and institutional information needed to complete sponsor forms.

360.1.2.3 Routing Process. A current University Routing Sheet should be obtained from the Sponsored Programs Office. Use of outdated forms may impede the routing process. Completed, typed proposals should be routed at least ten (10) days prior to the anticipated date of posting/delivery.

360.1.2.3.1 Number of Copies. The University Routing Sheet should be circulated with one (1) complete original (or

the number requiring original signatures) and two (2) additional complete copies which will be retained in the Sponsored Programs Office.

360.1.2.3.2 Approvals. These materials are to be circulated in the order listed below under "University Compliance Committees" or other applicable compliance committees; chairpersons of all departments affected by the proposed project; deans of all colleges affected by the project; and the Provost and Vice President for Academic Affairs Office for final review and approval.

360.1.2.4. Budget Approval. When all aspects of the proposal are in order, the Sponsored Programs Office forwards the proposal to the grants and contracts administrator in the Controller's Office for budget approval. It is then forwarded to the Provost and Vice President for Academic Affairs Office for final approval.

360.1.2.5 Required Signature. All proposals must be signed by the Provost and Vice President for Academic Affairs or the appropriate vice president.

360.1.2.6 Mailing of the Proposal. When all signatures have been obtained, the Sponsored Programs Office will contact the faculty or staff member for mailing of the proposal.

360.1.3 Payments. Externally funded or contracted projects will be in an amount agreed upon by the University and the sponsoring agency.

360.1.3.1 Salary of Faculty Member. Time spent on contract research or sponsored instructional activities will be reimbursed to the University out of contract funds, and the faculty and/or staff member will normally be paid no more than his/her established University salary during the academic or fiscal year. In no case will a faculty member be paid more than 120 per cent of his/her academic year salary when participation in such research or instructional assignment is added to the regular academic year assignment. During the summer, a faculty member may earn no more than 30 per cent of his/her academic year salary.

360.2 University Compliance Committees. Indiana State University acknowledges its responsibility to assure scientific and ethical research and to comply with federal mandates. The University has established compliance committees and filed appropriate assurances with the U. S. Department of Health and Human Services. These committees include: Institutional Review Board for the Protection of Human Subjects, Institutional Animal Care and Use Committee, Radiological Control Committee, Institutional Biosafety and Recombinant DNA Committee.

360.2.1 Committee Approval. Proposals requiring special approval from one or more of these committees should be routed to the chairperson of the respective committee(s) for approval prior to routing to the department chairperson(s). Further information on these committees is available in the Sponsored Programs Office.

360.3 Human Subjects Research. Research projects involving the use of human subjects must be approved by the college in which the research project is located.

360.3.1 Approval by Institutional Review Board. The ISU Institutional Review Board for the Protection of Human Subjects must review and approve external research proposals and may be asked to review internal proposals. Once approval has been granted, it is unacceptable to deviate significantly from the approved protocol without again obtaining approval.

360.3.1.1 Confidentiality. It is also improper to violate the confidentiality of a human subject without the subject's approval.

360.3.1.2 Manual. A manual, "Policies and Procedures for the Review of Research Involving Human Subjects", has been prepared to assist all members of the University community in complying with the stated policy of ISU with respect to external and internal research involving human subjects. The attention of the researcher is especially drawn to the code of ethics adopted by the various behavioral sciences professional organizations.

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