**ADMINISTRATION OF SPONSORED PROJECTS**

Effective:

Revised:

Last Reviewed:

Responsible Office:

Approval:

**PURPOSE**

To ensure that funds provided from external sources to support research and other projects are administered in accordance with University policies, as well as those of the sponsor. External sources include both governmental and private organizations.

**POLICY**

1. All externally sponsored projects for research or other purposes will be administered through the Office of Sponsored Programs, Title III Administration, and Institutional Advancement in accordance with established University policies and procedures.

2. Any project, which meets any of the following criteria, is considered to be a "sponsored project" and will be administered accordingly:

a. The project commits the University to a specific line of scholarly or scientific inquiry, typically documented by a statement of work;

b. A specific commitment is made regarding the level of personnel effort, deliverables, or milestones;

c. Project activities are budgeted, and the award includes conditions for specific, detailed or formal fiscal reports, and/or invoicing;

d. The project requires that unexpended funds be returned to the sponsor at the end of the project period;

e. The agreement provides for the disposition of either tangible property (e.g., equipment, records, technical reports, theses or dissertations) or intangible property (e.g., inventions, copyrights, or rights in data) which may result from the project;

f. The sponsor identifies a period of performance as a term and condition of the award.

3. All externally sponsored research and teaching activities that involve human subjects, laboratory animals, use of radioactive materials, or biohazard activities must be reviewed by the appropriate University committees for compliance with University policies and governmental regulations.

4. Questions regarding whether a particular award is a sponsored project should be directed to the Office of Sponsored Programs, Title III Administration, and Institutional Advancement.

**RELATED INFORMATION**

* DETERMINATION OF GRANT FUNDS VS. GIFTS
* GIFT POLICY

**ROLES AND RESPONSIBILITES**

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| PRINCIPAL INVESTIGATOR* Appropriately route the project for internal review and approval
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| GRANTS ACCOUNTANT* Appropriately reviews then routes the project for further review and approval
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| OFFICE OF SPONSORED PROGRAMS* Provide guidance to Grants Accountant and PIs on the interpretation of the administration of this policy
* Consult with Title III Administration and Institutional Advancement on interpretation and application of this policy, when necessary
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| TITLE III ADMINISTRATION* Provide guidance to Grants Accountant and PIs on the interpretation of the administration of this policy
* Consult with the Office of Sponsored Programs and Institutional Advancement on interpretation and application of this policy, when necessary
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| INSTITUTIONAL ADVANCEMENT* Provide guidance to Grants Accountant and PIs on the interpretation of the administration of this policy
* Consult with the Office of Sponsored Programs and Title III Administration on interpretation and application of this policy, when necessary
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