



University of Connecticut Health Center

POLICY NUMBER 2002-23

February 25, 2002

**POLICY: ADMINISTRATION OF SPONSORED PROJECTS
(RESEARCH/SPONSORED PROGRAMS)**

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 STATEMENT:

1. All externally sponsored projects for research or other purposes will be administered through Office of Research and Sponsored Programs ('ORSP') and the Grants and Contracts Office 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 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. There is an expectation of transfer of intellectual property for service consideration.

3. All research and teaching activities, whether or not considered a sponsored project, which involve human subjects, laboratory animals, or biohazard activities must be reviewed by the appropriate University committees for compliance with University policies and governmental regulations.

Dan Upton (signed)
Chief Financial Officer

4/10/02
Date

Richard Berlin, MD (signed)
Associate Dean for Research/Planning & Coordination

4/8/02
Date

Peter Deckers, MD (signed)
Executive Vice President for Health Affairs

4/10/02
Date

Replaces: NEW POLICY