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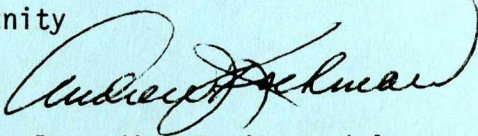
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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 9, No. 1
October 1, 1976

TO: The University Community

FROM: Andrew J. Kochman 

SUBJECT: University Guidelines Regarding Review and Approval of Externally Financed Projects

It has been brought to my attention that recently several faculty and staff employees have violated University policy regarding Externally Financed Projects. Although the University encourages and is proud of the support we have received from extramural agencies to assist us in meeting our teaching, research and public service objectives, it is essential that established University policies be followed in this regard.

In soliciting extramural support, prior consideration should be given to maintenance of instructional objectives, and opportunities should be sought that will provide for professional growth of the staff. To assure that sponsored support is compatible with University objectives and to avoid unnecessary duplication of programs, the Office of Research and Projects coordinates all grant and/or contract proposal applications with extramural agencies.

If an application is submitted to an extramural agency without following University policy and guidelines, the University is under no obligation to accept the award, and appropriate disciplinary action will be taken by the institution. A summary of University policy and guidelines regarding review and approval of Externally Financed Projects follows:

I. Submission of Proposals for Extramural Support

When a proposal is judged to be ready for formal internal review and clearance, the final document is presented to the Office of Research and Projects for processing at least five working days before the mailing deadline. The document should have the approval of the Faculty Chairperson or Supervisor and School Dean or Director on the Checklist for Approval of Extramural Grant/Contracts Submission before forwarding to the Office of Research and Projects.

The President of the University is the responsible individual for submission and approval of applications to all extramural agencies. Written clearances must be obtained from the following units before the President will sign the application:

1. Chairperson or Supervisor
2. School Dean or Director
3. Office of Research and Projects
4. Research and Projects Fiscal Management
5. Other reviews as deemed necessary by the Office of Research and Projects (Computing Center, Legal Counsel, Risk Management, Assistant Vice-President for University Personnel, Vice-President for Business Services, Vice-President and Provost, Vice-President for Student Services)
6. Graduate Dean

II. University Approval and Acceptance of Extramural Support

Only the President has the final authority to sign grant and contract documents once a grant has been made or a contract negotiated. The Office of Research and Projects is the designated agency in the University to negotiate grants and contracts with extramural agencies. After the grant or contract has been negotiated, but before the President officially accepts the award, an acceptance checklist must be approved by the following:

1. Principal Investigator
2. Chairperson or Supervisor
3. School Dean or Director
4. Office of Research and Projects
5. Research and Projects Fiscal Management
6. Other clearances as deemed necessary by the Office of Research and Projects (Computing Center, Legal Counsel, Risk Management, Assistant Vice-President for University Personnel, Vice-President for Business Services, Vice-President and Provost, Vice-President for Student Services)
7. Graduate Dean

After the award has been reviewed and approved by the appropriate offices, the Office of Research and Projects will present the agreement to the President, through the Vice-President and Provost, for his acceptance on behalf of the institution.

The Office of Research and Projects will be the responsible agent in the University for the transmittal and notification of awards, and will also be the Office of Record for all extramural grants and/or contracts.

I want to express my hope and desire that Southern Illinois University at Edwardsville not only will continue to be involved in externally financed projects, but will significantly increase its participation consistent with the objectives and resources of the institution and with University policies and procedures.