Administration of Sponsored Projects

Policy/Procedure

PURPOSE: To ensure that funds provided from external sources to support research and other projects are administered in accordance with College 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 Sponsored Projects Group (SPG) in accordance with established College 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 College 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. The sponsor identifies a period of performance as a term and condition.

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 College committees for compliance with College policies and governmental regulations.

Related Information

Dickinson Institutional Review Board (IRB): [website](#)
Dickinson Institutional Animal Care and Use Committee (IACUC): [website](#)
Dickinson Institutional Biosafety Committee (IBC): [website](#)
Dickinson Environmental Health and Safety: [website](#)

History/Revision Information

Responsible Division/Office: Sponsored Projects Group