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OFFICE OF ACADEMIC AFFAIRS

Faculty Handbook

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Sponsored Research Guidelines

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Sponsored Research[1] Guidelines

Old Dominion University recognizes the importance of sponsored research in the academic development of the faculty and in the training of graduate students. **The** university supports the right of, and encourages, faculty members to engage in any sponsored research, so long as that research does not compromise the educational objectives established by the departments, colleges, and institution.

The university's principal research officer is the vice president for research **and economic development**. This person has been designated by the president of the university as the official signatory for the university for all research and sponsored programs. The executive director of the Old Dominion University Research Foundation has the responsibility for submitting and accepting grants and **contracts and** establishing and enforcing administrative procedures necessary to **ensure** compliance with regulations of funding agencies for operation of sponsored projects. The executive director is responsible, subject to the Board of Trustees of the Research Foundation, for the direct administration of, and immediate executive authority with respect to, the conduct of the business and affairs of the **Foundation**.

The Old Dominion University Research Foundation is the grantee for projects under its purview, but responsibility for technical direction of the project is vested solely in the principal investigator.

To protect the interests of both the faculty and the institution, exceptions to the procedures **herein** should be rare and **require** written approval of the vice president for research **and economic development and/or their** **delegate**.

Guidelines

University policies relating to sponsored research are based on the following guidelines:

1. Sponsored research **and other sponsored activities** must support the instructional and research objectives established by the department(s) and college(s) in which the research is to be conducted. Each proposal **may be** reviewed, weighing cost against benefit, to determine its appropriateness by the chair(s), the dean(s), and **or** the vice president for research **and economic development**.
2. **Only in exceptional cases will sponsored** research **include** terms and conditions **with** restrictions that prevent disclosure of the sponsor or the existence of the contract or adequate review of suitability to the academic program of the university.
3. In cooperation with the principal investigator and **their** department and college, the university exerts every effort to minimize publication restrictions imposed by accepted research contracts.
4. Except under special circumstances, all research grants and contracts are submitted through, and administered by, the Old Dominion University Research Foundation.
5. Sponsored programs that require matching funds by the university (**e.g.**, equipment) or projects that involve the transfer of Commonwealth funds from a state agency to the university **may** be submitted by the university and fiscally administered by the Office of Finance **with administrative support by the Old Dominion University Research Foundation**.
6. If tenure **track** faculty positions are to be **wholly** funded from grant or contract funds, this **requires** the review and approval of the **appropriate executive** vice president with a written understanding of how the position would be backed up should the external funding be disrupted.

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The deadlines for faculty to contact ODURF about new proposals and submit documentation have been updated in consultation with Shannon Robinson.

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Procedures

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Preliminary discussions between faculty members and potential sponsors are encouraged and often precede the preparation of a formal proposal. The vice president for research and economic development and their staff are available for discussion at any stage in the preparation of proposals. Formal procedures are based on the following guidelines:

1. A faculty member interested in submitting a proposal should consult with the department chair and dean to determine whether the proposed project is consistent with the goals of the department, college, and university. In addition, the faculty member should consult with the vice president for research and economic development and their staff about application and proposal development guidelines. The Research Foundation must be notified of the intent to submit a proposal and provide internal submission deadline, information and assistance in proposal budget preparation.

2. Investigators are asked to send a notification to the ODU Research Foundation three (3) weeks prior to the sponsor's deadline of their intent to submit a proposal. Depending on proposal demand, the Research Foundation may not accept proposals for submission to external sponsors if a request for a Pre-Award assignment has not been made prior to noon (12pm EST) at least fifteen (15) working days before the sponsor's deadline. Those submissions that include collaborators outside of ODU require notification by noon (12pm EST) at least twenty (20) working days before the sponsor's deadline. Notification is made by e-mail to preaward@odu.edu for the main campus and regional center locations and rfhscpreaward@odu.edu for the medical campus location. A copy of, or link to, the solicitation/guidance and the due date must be provided.

Proposal documentation must be submitted to the Research Foundation for review by noon (12pm EST) not less than five working days prior to the sponsor's due date. Grants and contracts require institutional sign off on the Proposal Transmittal Form (ePTF) and all Conflict of Interest (COI) disclosures for proposed key / senior personnel must be up to date before submission is allowed.

3. If the department chair and dean disapprove of a proposal, the proposing faculty member may appeal the decision to the appropriate executive vice president for reconsideration and decision. The decision of the appropriate EVP is final.
4. If the proposed project involves special approvals (e.g., human subjects, radioactive materials, biohazardous materials, or animals), the principal investigator is responsible for notifying the appropriate review board and providing all required justifications for university and sponsor approval.
5. All financial reports and statements, property and equipment reports, invention reports, interim and final technical reports, and closeout reports must be submitted through the Research Foundation, where copies are retained on file in accordance with grant or contract requirements.

-Approved by the president
October 1, 2003

W Research performed by faculty members that is supported by Non Commonwealth funds

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◆ Research Conflict of Interests

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