

## IV. RESEARCH POLICIES

### University Research Administration

Sponsored program agreements and funding will be accepted and administered through the [Old Dominion University Research Foundation](#) or, under certain circumstances and with the approval of the vice president for research [and economic development](#), through Old Dominion University.

The terms and conditions by which grants and contracts will be accepted and administered by the Old Dominion University Research Foundation are agreed to by the Board of Visitors, the president of the University through a designee, the vice president for research [and economic development](#), and by the Board of Trustees of the Old Dominion University Research Foundation through their designee, the executive director.

Conditions of acceptance of grants and contracts by the Research Foundation are as follows:

1. The commitment of the University for each grant or contract shall be the responsibility of the [vice president for research and economic development](#) and the executive director of the [ODU Research Foundation](#).
2. Faculty and other employees and students of the University, as well as visitors and residents of the University, will participate in a project only with the approval of, and on terms and conditions satisfactory to, the [vice president for research and economic development](#) and the executive director of the [ODU Research Foundation](#).
3. The supervisor(s) of each project shall submit reports as required by the sponsors through, or at the direction of, the respective department chair/[director](#) to the executive director of the [ODU Research Foundation](#) or designated foundation staff.
4. The University shall cause all discoveries, improvements, inventions, and copyright materials resulting from a project to be assigned to the foundation by the person(s) making such discovery, improvement, invention, or copyright.
5. Upon termination of each project, all notes, records, and data resulting from, or collected [during](#) the project shall belong to and shall be delivered, if so [requested](#), to the [Foundation](#), although the University may, if it desires, retain a copy of any or all such documents.

Regarding each accepted sponsored program agreement, the [Foundation](#) will do the following:

1. Pay monthly to the University the relevant salaries and wages reimbursable under the terms and conditions of each grant or contract.
2. Procure and provide to the University all materials, supplies, apparatus, equipment, and other items as stipulated in the contractual agreement, with the exception that the [University](#) may itself make such purchases, [with prior](#) approval of the executive director of the foundation. If the University elects to purchase, as herein outlined, the foundation will reimburse the University for such cost upon presentation of proof of purchase.
3. Maintain and provide administrative support services related to activities such as agency reporting, travel, and human resources associated with the sponsored program.

The University will incur no other obligations or expenses, other than as stipulated in the approved budget of the grant or contract, without the written approval of the vice president for research [and economic development](#). All

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apparatuses and equipment procured for a project by or at the expense of the foundation, except that which, pursuant to the foundation's contract with the sponsor, is the property of the sponsor, will become the property of the Old Dominion University Research Foundation at the termination of the project.

In special cases, at the discretion of the vice president for research and economic development, some grants and contracts may be accepted through the Old Dominion University Office of Administration and Finance. Examples of grants and contracts that may be accepted through the Office of Administration and Finance include those in which the agency requires, with accompanying documentation, that the University accept and/or administer the award and those in which the Research Foundation is ineligible to receive the award by virtue of its corporate status. Whenever possible, administration of the award will be done through the Research Foundation. If administration is also constrained to the University, the Office of Administration and Finance will manage the award. This will be viewed as an exception to the normal procedure for grants management and will require consultation between the vice president for research and economic development and the vice president for administration and finance or their appointed staff.

Conditions of acceptance of grants and contracts by Old Dominion University through its designee, the vice president for research and economic development, are as follows:

1. The commitment of the University for each grant or contract shall be determined through consultation between the principal investigator (PI) and the ODU Research Foundation in accordance with the established deadlines. One of the conditions of acceptance is the identification of project dates prior to establishing an account to support project activities.
2. Faculty and other employees and students at the University, as well as visitors and residents of the University, will participate in a project only with the approval of, and on the terms and conditions satisfactory to, the vice president for research and economic development.
3. The PI of each project shall submit reports as required by sponsors to the appropriate administrative office charged with the management and/or the compliance requirements of the sponsored program or other research project.
4. The University shall cause all discoveries resulting from a project to be assigned to the University or the Research Foundation by the person(s) making such discovery, improvement, invention, or copyright.
5. Upon termination of each project, all notes, records, and data resulting from, or collected during, the project shall belong to and shall be delivered, if so requested, to the vice president for research and economic development or their designee.

- Approved by the president  
October 1, 2003  
Revised July 17, 2006

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