

October 3, 2012

TO: Faculty and Staff

FROM: Rita Cheng
Chancellor

SUBJECT: Externally Funded Grants and Contracts

This memorandum is a reminder of the requirement of Southern Illinois University Carbondale (SIU Carbondale) that all applications for externally funded grants and contracts be submitted through the Office of Sponsored Projects Administration (OSPA). This policy is effective for all employees who receive any salary monies through SIU Carbondale, or who use any University resources or facilities in the course of their professional activities.

This requirement exists to ensure that all externally funded research, training, and other projects conducted by SIU Carbondale employees or with the use of University resources are reviewed and approved for compliance with pertinent University, state, and federal guidelines, policies, and regulations. These include, but are not limited to:

1. Use of University facilities;
2. Conformance with personnel policies, including compensation plans and insurance;
3. Policies relating to responsible conduct of research and ethics, including research integrity, misconduct, conflict of interest, and intellectual property;
4. Protection of human and vertebrate animal subjects;
5. Policies relating to use of stem cells, radiological materials, hazardous chemicals, and other issues relating to a safe working environment; and
6. Fiscal accountability, including timely recovery of direct and indirect costs.

In addition, OSPA is the responsible SIU Carbondale unit for contract and budget negotiations for all sponsored project activity. OSPA staff will work closely with the sponsor to negotiate the best position for the University in accordance with relevant University, state, and federal guidelines, policies, and regulations.

Awards must be made to the Board of Trustees of Southern Illinois University and agreements can only be signed by an Authorized Institutional Representative designated by the Board.

Legal responsibility and accountability for the conduct of externally funded projects and for compliance with all relevant policies reside with OSPA as the University's agent in these matters. Questions about this policy should be directed to: Mr. Wayne Glass, Director, OSPA; Dr. John A. Koropchak, Vice Chancellor for Research and Graduate Dean; or my office.

RC/jlw