

# Grants and Sponsored Programs

## POLICIES AND REGULATIONS

All proposals for grant funding are submitted on behalf of the university. As the legal applicant, Southern Oregon University assumes administrative responsibility for the project and ensures compliance with all policies and regulations pertaining to the award. Grant-funded projects are subject to the same federal, state, and university policies governing other activities on campus. Several policies are especially relevant to grant-funded activities, and these are described below.

### **Animals in Research**

Southern Oregon University policy on the use of laboratory animals states that "This institution will comply with all applicable provisions of the Animal Welfare Act and other applicable Federal statutes and regulations relating to animals." The Institutional Animal Care and Use Committee (IACUC) reviews projects involving the use of vertebrate animals in research. Application forms for the use of animals in research can be obtained from Grants Administration.

### **Classified Research/Right to Publish**

State of Oregon Law (ORS 351.870) states that institutions in the State System of Higher Education shall not conduct or participate in sponsored research that restricts the freedom of investigators to publish results of research.

### **Human Subjects in Research**

In accordance with federal policy (DHHS Policy 45 CFR Part 46, rev. August 19, 1991) Southern Oregon University assumes responsibility for protection of the rights and welfare of human subjects who participate in research conducted by faculty. The university's Institutional Review Board (IRB) reviews research projects involving human subjects to ensure compliance with university and federal regulations and principles. Investigators must obtain approval of the IRB prior to beginning research. Though some types of research are exempt from this requirement, only the IRB chair may determine and approve exemption.

### **Outside Employment**

State Board of Higher Education Administrative Rule 580-21-025 (1) states: "No full-time employee of the Department of any of the institutions or divisions shall engage in any outside employment which substantially interferes with duties." More detailed definitions and procedures are found in the SOU "Policy on Outside Professional Activities," which states that faculty wishing to engage in outside employment must complete a "Request for Approval for Outside Employment" form. Copies of the policy and the form are available from the Provost's Office or from the Grants Office.

### **Overload**

Overload situations--working over 100%--are discouraged. However, when released time from other duties is not possible, a faculty member may be paid a supplemental salary for overload services. A Request for Approval of Overload form, available in the Provost's Office, must be completed and approved by the Provost.

**Principal Investigator/Project Director Eligibility**

Teaching and non-teaching faculty with academic rank at or above instructor level are eligible to serve as Principal Investigators/Project Directors on grant applications submitted on behalf of the university. Eligibility of lecturers, adjunct, and visiting faculty is determined on a case-by-case basis, and approval of the department chair and school dean are required prior to proposal submission. Graduate students may not be principal investigators but may be co-principal investigators. Undergraduate students are not eligible to be principal investigators or co-principal investigators.

**Potential Conflicts of Interest**

Projects funded or proposed for funding by the National Science Foundation or the US Public Health Service must comply with the Conflict of Interest for Sponsored Projects policy, an attachment to the SOU policy on Outside Professional Activities. This policy requires that all project investigators complete and file a financial disclosure form before a proposal is submitted to NSF or PHS.

**Released Time**

The normal load for SOU faculty is 15 hours per quarter (12 hours of teaching and 3 of advising); released time from teaching duties is granted in increments of 3 or 4 quarter hours and must be approved by the department chair and school dean.