

OREGON INSTITUTE OF TECHNOLOGY

Research Grants and Contracts OIT-40-010

Introduction

OIT has a commitment to applied research. The by-products of such research programs are extremely important to the college, and benefit it by:

- A. Providing professional growth in a researchers' academic discipline.
- B. Improving existing instructional capabilities and techniques.

for OIT. Specific duties include:

- A. Advising the President and seeking approval when necessary for grants, contracts, and proposals.
- B. Establishing and maintaining communication with all appropriate agencies relative to grant and contract matters and negotiating grant and contract terms. This is a shared responsibility between the Vice President for Finance and Administration, Director of Business Affairs and Director of Grant Development.
- C. Coordinating campus patent, trademark and copyright activities.

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When proposals are solicited by funding agencies, the format will normally be specified in the soliciting document. In cases where no format has been specified, proposals will be prepared in the format shown in Appendix A.

A researcher in developing a proposed project should follow the steps outlined below:

- A. Prepare a project proposal following the format in Appendix A. Obtain the approval of the Chair, Dean, Provost, and Grants Officer.
- B. Write the proposal and complete the Proposal Check-Off Sheet. Obtain the required approval signatures.
- C.

Fiscal Responsibilities

The Project Director/Principal Investigator is responsible for the proper expenditure of the funds budgeted through a grant/contract. The following guidelines must be followed:

- A. **Obligation of Funds:**
No funds are obligated for salaries, supplies and equipment until a grant/contract has been awarded. Notification of the effective date of the grant/contract will be provided by the authorized institutional representative.
- B. **Required Signatures:**
All contracts and proposals must be signed by an OIT Contracts Officer who has been officially designated as such.
- C. **Use of Funds:**
All monies, including external funds, received by OIT become institutional funds subject to OIT's policies, including purchasing and employee compensation. All supplies and equipment are ordered through the OIT Purchasing Office in accordance with current purchasing regulations; the Purchasing Manager should be contacted for technical assistance.
- D. **Travel Rules:**
Requests for budgeted travel will be prepared by the appropriate staff and approved by the immediate supervisor prior to travel. Travel taken must be in support of the project in accordance with travel regulations of the grant/contract, state and OIT. Travel expenses are reimbursed at the lower of OIT or grant stipulated rates.
- E.

F. Matching Funds/In-Kind Funds:

Whenever the granting agency requires the institution to provide matching and/or in-kind funds, the amount and source of the matching funds must be clearly identified in the proposal check-off sheet as part of the Grant Development application process. The signed approval of the requisite dean/department chair providing the funds is required.

G. Budget Limit:

When the budget limit for the project has been reached, work must stop. For multi-year projects, work must cease when monies allocated for that year have been used. Work can commence again when the next year's allocation is received. Should an extension of funding beyond the budgeted period or an increase in funding be required, the Budget Officer should be contacted.

In the administration of grants, little leeway is normally allowed for transferring funds from one budget category to another. Should the Project Director/Principal Investigator require such a transfer of funds, the Director of Grant Development or Accounting Manager for budget revision procedures should be contacted.

Facilities and Administrative Management

1. The Department of Civil and Environmental Engineering is responsible for the maintenance and repair of the department's facilities and equipment.

2. The Department of Civil and Environmental Engineering is responsible for the management of the department's facilities and equipment.

3. The Department of Civil and Environmental Engineering is responsible for the management of the department's facilities and equipment.

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13. The Department of Civil and Environmental Engineering is responsible for the management of the department's facilities and equipment.

APPENDIX A
Project Proposal Format

Unless otherwise specified, project proposals will be drafted to conform as closely as possible to the format outlined below.

1. Title page to include:
 - a. Name of person to whom the proposal is to be submitted.
 - b. Organization(s) conducting the research.
 - c. Title of the project
2. An abstract not more than one page in length to briefly define the purpose and objective of the research.
3. A narrative section to provide specifics on the background of the project, research to be conducted, goals of the project, and benefits to be derived.
4. An estimated budget.
5. Estimated length of project and periods for completion of subtopics within the project.
6. Information or results to be submitted to the agency funding the project such as reports, models, etc.
7. Vita of researchers and FTE percentage of each to be devoted to the project.
8. A sign-off sheet for the Chair, Dean, and Provost.