GENERAL POLICIES AND PROCEDURES

Policy and Mission Statement

The Office of Faculty Research and Sponsored Programs (FRASP) was established in 1992 as an academic service unit of Berry College. FRASP staff members are responsible for assisting faculty, staff, and administrators in the acquisition of external funding for research and other creative/scholarly projects; representing the college in pre-award transactions with funding sponsors; and acting as a liaison between project directors, sponsors, and administrators in its effort to support the scholarly community. In addition, the FRASP staff will maintain and administer such institutional policies, required by federal and state agencies, which pertain to the ethical conduct of research at Berry College. Such policies include the Institutional Review Board for Human Participants Research, the Institutional Animal Care and Use Committee, the Conflict of Interest Policy, and the Intellectual Property Policy.

All applications by faculty for external funding or other support **must** go through FRASP for institutional review before submission to a funding agency or sponsor. This review policy applies whether or not the funding agency requires institutional signatures. In addition, **approvals** from your department chairperson and dean are necessary early in the proposal process.

The Office of Faculty Research and Sponsored Programs

Organization Structure

The Office of Faculty Research and Sponsored Programs has been designated by the President of Berry College as the office responsible for the requests for, and administration of, funding of any research performed under the auspices of Berry College. The Office of Faculty Research and Sponsored Programs staff includes a director (Donna Davin) and a grants coordinator (Amy Summerlin). The director reports to the associate provost and dean of academic services, who in turn reports to the provost.

Services Provided

Although the writing of a proposal is the responsibility of faculty or staff members, FRASP staff can assist in many ways. We can facilitate interdisciplinary groups; help refine ideas; identify and suggest funding sources; proofread and edit (when given enough lead time); provide feedback about a project=s design and proposal format; prepare or check budgets; review compliance and assurance statements; communicate with program officers; and expedite the institutional-approval process. FRASP staff also assists with post-award negotiations, reporting, and information dissemination. FRASP staff maintains a small library of resource materials and sample proposals (see Appendix A) to help you. For a suggested proposal outline, see Appendix B.

It is advisable to meet with FRASP staff members early in the planning processBweeks or, in some cases, even months ahead of the grant deadline. At the minimum, for budget assistance and the review process, you should bring the proposal to the FRASP office 14 days before the application postmark deadline. Allow more time if the proposal is for a project involving multiple investigators, has a complicated budget and/or extensive agency certifications, or will be submitted electronically.