

## **POST-AWARD PROCEDURES**

### **Award Notification**

When a proposal has been approved for support by a sponsor, both the PI and the institutional official are notified. The institutional official forwards the notice to FRASP for processing. In most cases, the notification of award requires a signature by the institutional official.

### **Establishing an Account**

After a grant is determined to be acceptable and the required agreement or contract is signed and in hand, FRASP staff secures an account number from the Business Office. Business Office staff members are responsible for setting up the account using the appropriate college budget categories. A copy of that budget, together with the terms of the award, are then forwarded to the PI and the FRASP office. It is occasionally necessary to confer with the PI regarding the distribution of funds within the budget, particularly if the sum awarded does not match the sum requested.

### **Disbursement of Funds**

All funds received for approved proposals will be disbursed by the Business Office, and regulations regarding those disbursements will be set by that Office. Once the award has been assigned an account number, the PI will be notified and he/she can begin to submit purchase orders as needed. Funds will be disbursed through the college and then recovered from the funding agency by the Business Office.

If, during the project, reallocation of monies between budget lines is required, the PI should request such fund movement in writing to the FRASP Director. The director will then initiate the paperwork for the necessary adjustments.

Please note that any student hired to work on the grant must be processed through the student payroll system. Likewise, the paperwork for any personnel hired to work on the grant project should be processed following appropriate college policies.

### **Financial Reporting**

The internal audit department of the Business Office is responsible for submitting all financial reports required by agencies for a funded project. Internal audit staff will complete forms necessary for electronic payment of funds and the following federal forms (when required):

- SF269B Financial Status Report
- SF272B Report of Federal Cash Transactions
- SF270B Request for Advance for Reimbursement.

### **Facilities and Administrative Costs (Indirect Costs)**

Facilities and Administrative (F&A) Costs are those expenses that help support the research effort but can not be directly charged to the grant project. These costs include building and laboratory facilities, maintenance, utilities, library services, computer access, staff support, costs of federal compliance regulations, etc. F&A rates are negotiated by the college with the federal

government and are applied to all grant budgets (unless the agency puts restrictions on these type costs). Please contact the FRASP office for the current rate for Berry College.

The Berry College policy on F&A costs allocation, as approved and signed by the president, indicates the distribution of those F&A costs recovered from the funding agency. This distribution is as follows:

Business Office 25%  
Faculty Research and Sponsored Programs 25%  
Principal Investigator 20%  
Academic Dean 15%  
Department 15%

Recovered F&A funds must be used to support research and research-development activities.

### **Institutional Policies for Compliance**

#### *Human Participants*

Federal regulations (Title 45 Code of Federal Regulations Part 46) require that an Institutional Review Board (IRB) be established to help protect human research participants from risk that might result from their participation in a research study. The IRB's role at Berry College extends to all research involving human participants whether conducted by faculty, staff, graduate students, or undergraduate students. All research projects involving human participants, whether conducted on- or off-campus, must be reviewed and approved by our IRB before recruitment of participants begins. The Berry College IRB meets once a month during the academic year. The Office of Faculty Research and Sponsored Programs is the office of record for the IRB and will keep all forms and documentation for the required five years.

Please refer to Appendix C for further discussion of Berry's IRB.

#### *Animal Care and Use*

Berry College is committed to the humane care and use of animals in all activities related to research and teaching. Toward this end, Berry College has adopted, on an institution-wide basis, the principles regarding animal care as stated in the Animal Welfare Act (PL 89-544 and amendments), the *Guide for the Care and Use of Laboratory Animals*, and the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*. In order to accomplish the objectives inherent in these regulations and principles, the Institutional Animal Care and Use Committee (IACUC) has been established to review and approve all projects, with or without internal or external funding, that involve the use of vertebrate animals. Faculty, staff, and students are required to have research and teaching activities involving vertebrate animals housed at Berry College reviewed by the committee prior to the beginning of the activities.

The IACUC is authorized to request modifications, approve, withhold approval, or suspend animal-research and teaching projects. In addition to reviewing research projects, the IACUC also carries out other federally mandated functions such as reviewing and reporting on the overall animal program, inspecting and evaluating all the animal facilities at least once every six months, reviewing and investigating legitimate concerns involving the care and use of animals at

the institution, and making recommendations to the president and provost regarding any aspect of the research, animal program, facilities, or personnel training.

For further discussion of Berry College=s IACUC, please refer to Appendix D.

*Intellectual Property*

Faculty, staff, or students who receive college support through internal grants are free to copyright articles, books, or other publications or to hold the patents for inventions in their own names for the materials resulting from their funded projects. However, work supported by external funding may be subject to requirements of the sponsor. For example, some sponsors may require that the resulting material be published, and others may require that the copyright or patent be held by the funding agency.

### *Conflict of Interest*

Individuals participating in research or consultation projects must disclose any potential conflict of interest to the appropriate dean or supervisor prior to beginning the project, or to the appropriate institutional committee for review. Such disclosure would be appropriate if there is a potential for the outcome of the project to lead to personal gain for the individual or his associates.

### *Scholarly Misconduct in Research*

In October 1999, the Office of Science and Technology Policy proposed a government-wide policy redefining misconduct in science as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. The National Science Foundation and the Public Health Services also have issued definitions of misconduct with requirements that institutions receiving their funding must establish policies and procedures for handling misconduct allegations. Any allegations of research misconduct at Berry College should be directed to the provost, who will initiate an inquiry and will determine if further review is necessary. If the provost determines that further review is required, the appropriate federal funding agency will be notified and a formal investigation will be conducted by a committee whose members will be drawn from either the Institutional Review Board or the Academic Council. If the investigators determine that research misconduct has occurred, the president and the provost will determine the action to be taken.

### **Other Services Provided**

In addition to providing guidance with proposal preparation and submission, the staff members of FRASP can provide help with post-award reporting and technology transfer requirements. We also are available to assist with manuscript preparation, editing, proof-reading, indexing, and *PowerPoint* presentations. Also available in the office is a document/graphics scanner and color laser printer.