

Faculty Senate Resolution #12-07

Approved by the Faculty Senate: January 24, 2012

Approved by the Chancellor: February 27, 2012

Revisions to the *ECU Faculty Manual*,

Part VI. General Personnel Policies, Section III.I. Grants, Contracts, and Cooperative Agreements

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

Revise and keep in the Faculty Manual.

I. Grants, Contracts, and Cooperative Agreements

ECU's Office of Sponsored Programs (OSP) has ~~The office of Sponsored Programs is the university office with responsibility for pre-award activities involved in the~~ **preparation and** ~~submission of proposals~~ **on behalf of ECU** ~~to external sponsors for support of projects in research, creative activity, training, and public service. The staff will provide information, assistance, review, and endorsement. The office of Sponsored Programs serves as the clearinghouse for information on public and private funding opportunities. Staff members welcome requests for assistance in locating funding sources and developing proposals and budgets. They will review proposals for completeness and compliance with university and sponsor administrative requirements. In addition, they will provide guidance for development of contractual agreements for activities such as clinical drug trials.~~ **OSP must review and approve all proposals for grants, contracts, and cooperative agreements prepared by faculty for submission to request outside funds funding sources before submission to external sponsors.** ~~must be reviewed and signed in the office of Sponsored Programs before submission to sponsors.~~

The Office of Grants and Contracts (OGC) is the University Office responsible for post-award activities related to projects that have been awarded by external sponsors to ECU faculty that support projects/programs in research, creative activity, training, and public service/clinical care. OGC is responsible for ensuring that expenditures are in accordance with sponsor and institutional guidelines. OGC also assists investigators in preparing information for sponsor required financial reporting.