

Office of Sponsored Research and Programs Pre Award Procedures

This document identifies certain policies and procedures that need to be considered prior to or during the proposal preparation process.

Release Time: Commitments of faculty time will be permitted if approved in advance by the Department Chair, and the Dean of the school or college. In most cases, the grant or contract should fully reimburse the University for that portion of a faculty member's time that is being released. Summer compensation at the rate of 1/9 of the 9-month contract amount per month is routinely approved, provided that no other employment is assumed during that period. Faculty members are expected to request reimbursement for time allocated to research projects funded by grants or contracts, even though the percentage of time allocated may not call for a further reduction of course load.

Overloads: Faculty may not be paid additional grant compensation beyond their regular contract except in rare cases where there are clearly defined extra duties. Generally, only those faculty teaching off-campus extension and continuing education courses in addition to their regular class schedules will qualify.

Human Subjects: All proposed research involving human subjects conducted under the auspices of a department, school, or research unit within the university requires completion of the Request for Review of Research Involving Human Subjects and the Research Protocol forms and submission to the OSRP well in advance of the proposal deadline. Research involving human subjects is required by federal regulation [45 CFR 46.102] to be reviewed and approved or declared exempt by the NCCU Institutional Review Board for the Protection of Human Research Subjects (IRB) prior to submitting a proposal for extramural funding to support such research. The IRB meets monthly. All protocol and other documentation needed for the review must be submitted to the IRB by the first working day of the month in which the review results are needed. (See IRB Manual for detailed procedures.)

Use of Scheduled Substances: For certain controlled substances (drugs), specific clearance is needed. Therefore, if your proposal involves drugs, the Health and Safety Officer should be contacted to ascertain which substances NCCU is licensed to purchase and maintain. Clearance for additional substances can take up to 6 months.

Patent, Copyright and Publication Rights: NCCU's efforts in this regard are aimed at protecting rights of the Principal Investigator. Faculty rights to patent, copyright and publish the results of research should not be unduly restricted by the terms of grants.

Cost Sharing: For those programs that require cost share, appropriate discussions must be concluded prior to proposal preparation. Contact OSRP to initiate this discussion. Any type of commitment on the part of the University must be cleared in writing by the University administration (e.g. department chair, dean and Provost). Some commitments may require approval of the Chancellor. Matching funds must be approved in writing by the University.

Indirect Costs: Indirect cost rates are established by federal negotiation, not by the University. Contact the OSRP for the University's current negotiated indirect cost rate and for assistance with this part of the budget. The negotiated rate must be charged to all grants and contracts. Deviations must be stated in writing by the agency sponsor or waived in writing by the University administration.

Fringe Benefits: Employee benefits vary for different types of appointments but must be charged to the grant in proportion to the salaries that are given. Current Fringe Benefit Rates

University Commitments After Grant Expiration: Any commitment of the University to support a program at any level after expiration of the grant period must be cleared in writing with the University administration.

Proposal Submissions: Regulations are designed to satisfy informational needs within the University, UNC-General Administration internal processing requirements, and to assure that contractual obligations implied in written proposals are in harmony with University policies, practices, and capabilities. Due Dates: All grant applications must be sent to the Office of Sponsored Research and Programs for review and submission approval 5 business days prior to the grant application's sponsor deadline in accordance with NCCU Proposal Submission Regulation REG 50.03.01. The final and completed application must be received by 8 am on the due date of the proposal. For example, if you are submitting a Grants.gov proposal that is due on June 5th, the final and completed proposal package should be received by 8 a.m. on June 5th. In order to gain approval for submission of a research proposal to an off-campus agency, the user should refer to our Proposal Submission Process.