

Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University

University of California, Irvine, Research Policy

Section II.D.: Project Development: Proposal Preparation and Submission

All Faculty
Deans, Directors, Chairs and
Department Administrative Officers

In his letter dated December 15, 1994, President Peltason issued the above-referenced policy, which requires employees receiving University salary or utilizing University resources to submit all proposals for extramurally-funded projects through the campus sponsored projects office and to direct all awards to the University of California. As Vice Chancellor for Research, I have been delegated responsibility for implementing this policy at the Irvine campus. The following points summarize the policy and provide additional guidance:

- This policy is effective immediately and applies to all employees who receive any part of their salary through the University or who use any University facilities or resources (e.g., personnel, supplies, UC-managed funds). Part-time and clinical faculty are included, unless an exception is granted as provided below. Fellowships made directly to a student, postdoctoral fellow, or faculty member will not be affected by this policy.
- All proposals to outside agencies that request funding in the form of a grant or contract, as opposed to a gift, for research or other projects must be submitted through UCI's Sponsored Projects Administration (SPA). Questions regarding the classification of a potential award as a gift, grant, contract or cooperative agreement should be directed to SPA.
- All awards must be made to "The Regents of the University of California." Any currently-funded extramural award must be transferred to the campus if the project involves any effort, salary recovery, use of University resources or facilities, or the name of the Irvine campus as the performance site. SPA will assist in this process; however, the employee must initiate the transfer and notify SPA by April 14, 1995.
- Requests for exception should be made in writing to the Vice Chancellor for Research following review and approval by the appropriate Chair or Director. A copy of the relevant proposal and/or award should be attached. The request must describe, in detail, the distinction between service to the University and service to the external party, and support the argument that such an exception is in the best interest of the University.

If you have any questions regarding this new policy or the exception process, please direct them to Grants Officer or Contracts Officer assigned to your unit.

Frederic Wan
Vice Chancellor for Research

Issued: 3/8/95
Revised: