

SECTION 1: INTRODUCTION

1.1 INTRODUCTION

The goal of this manual is to provide an easy-to-use guide to policies and procedures for internal grants and fellowships for faculty, external funding opportunities (including grants, contracts, and fellowships), and research-related matters such as issues of compliance and approval for research studies involving human subjects or animals. **Section 10: Glossary** provides definitions to frequently used terms and acronyms. While primarily of interest to faculty, the guide may also be of assistance to staff, students, and administrators.

The most recent version of *Guide to Grants, Contracts, Fellowships, and Research* is available on the John Carroll University Sponsored Research website at www.jcu.edu/research/manual. (Current policies and forms discussed in this guide may also be found on the web.) If you have any difficulty locating or using the website, please contact the Director of Sponsored Research at x4520.

This guide has been developed for your use and convenience. We welcome your comments, suggestions, and questions regarding further improvements in order to facilitate the award process and research review. Listed below are brief descriptions of the University departments that deal with the award process and research involving human subjects and animals.

1.2 THE GRADUATE SCHOOL AND OFFICE OF SPONSORED RESEARCH AND FACULTY DEVELOPMENT

The Graduate School oversees sponsored projects, faculty development, and research. Requests for internal and external grants and fellowships, the compilation of faculty publications, and applications for the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC) are processed by The Graduate School.

The Dean of The Graduate School is the Coordinator of Sponsored Research and Faculty Development and, as Coordinator, serves as the Chair of the Committee

on Research and Service and the Chair of the Summer Course Development Fellowship Committee. The Dean is the ex officio Chair of the Institutional Review Board for the protection of human research subjects and ex officio Co-chair of the Institutional Animal Care & Use Committee. Faculty research proposals should be submitted to the Graduate Dean along with disclosure of interest statements for sponsored projects. As an official signatory for outside funding requests, the Dean is authorized to approve contract and grant agreements. Individual employees are not authorized to sign documents which obligate the University.

1.2.1 OFFICE OF SPONSORED RESEARCH

Reporting to the Dean of The Graduate School, the Director of Sponsored Research functions as a central resource person for the University community in all aspects of grantsmanship. The Director tracks statistics on the number and types of proposals submitted, as well as acceptance rates, and areas of faculty interests.

Resource Services include:

- ❖ Website to ensure current information is readily available.
- ❖ Newsletter for research-related activities and announcements.
- ❖ Assistance in searching for funding sources.
- ❖ Pre- and post-award services for grants, contracts, and fellowships.
- ❖ Assistance in the completion of forms for the IRB and the IACUC.
- ❖ Reference collection of grant writing manuals, directories, agency regulations, and other such reference books and manuals, as well as material pertinent to the IRB and the IACUC.
- ❖ Support for negotiation of contract and grant agreements.

1.2.2 INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS

In 1997, John Carroll University approved and adopted a policy statement for the Institutional Review Board (IRB) for the protection of human subjects, applicable to all JCU faculty, administrators, staff, and students. The IRB reviews proposals for research projects involving the use of human subjects. A statement of ethical principles, definitions, and general policy guidelines can be found in **Section 8** of this manual. The Dean of The Graduate School serves ex officio as the IRB Chair.

1.2.3 INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

John Carroll University established an Institutional Animal Care and Use Committee (IACUC) in 1998 to oversee JCU's animal program, facilities, and procedures. The present policy and forms were approved for use in 1999. More information can be found in **Section 9** of this manual. The Dean of The Graduate School serves ex officio as the IACUC Co-Chair.

1.2.4 CENTER FOR TEACHING AND LEARNING

The Center supports faculty in their efforts to improve classroom performance by providing a variety of support services to faculty, by faculty. Contact Dr. Marc Lynn, Director, for further information.

1.2.5 COMMITTEE ON RESEARCH AND SERVICE

The primary purpose of the Committee is to promote, foster, and encourage research, publication, and quality teaching by directly assisting faculty research and development. The Coordinator of Research (the Dean of The Graduate School) may approve internal grant requests of \$300 or less while Committee approval is necessary for larger amounts. The Committee reviews and makes recommendations for several internal awards, such as the Grauel Faculty Fellowship Award, the Summer Research Fellowship Award, and Faculty Instructional Grants. Guidelines and applications are available on the web at www.jcu.edu/research/internal or you may contact The Graduate School at x4204 for more information.

Other offices listed below may be involved in the grant, contract, fellowship, or research process.

1.3 OFFICE OF THE ACADEMIC VICE PRESIDENT

The approval of the Academic Vice President may be required for certain grants and fellowships. In addition, the Office of Academic Vice President distributes funds from the Kahl Endowment for internationalizing the curriculum.

1.4 DEVELOPMENT OFFICE

To ensure coordination of proposals, the Development Office will be informed by The Graduate School of any grant that concerns a public or private foundation, a corporation, government funds, matching funds, building development, or capital campaigns. The Vice President for Development will be consulted on certain grants such as those requiring significant matching funds. The Development Office may work in conjunction with The Graduate School on specific grants.

1.5 CONTROLLER'S OFFICE

Reporting to the Vice President of Finance and Administrative Services, the Controller's Office is comprised of Accounting, Purchasing, and Accounts Payable. The office, located in Rodman Hall, oversees financial matters involving awards such as processing checks and invoices. Working with the Primary Investigator and the Director of Sponsored Research, the Senior Accountant will set up an account according to budget lines indicated in the award. The Senior Accountant can assist in the preparation of invoices and financial reports to the sponsoring agency.

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