

**Guide to Grants, Contracts,
Fellowships, and Research:
Basic Information for
Faculty, Staff, Students, & Administrators
at John Carroll University**

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**The current version of this manual
is available at:
WWW.JCU.EDU/RESEARCH/MANUAL
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MISSION STATEMENT OF THE OFFICE OF SPONSORED RESEARCH

From the Mission Statement of the University:

The University places primary emphasis on instructional excellence. It recognizes the importance of research in teaching, as well as in the development of the teacher. In keeping with its mission, the University especially encourages research that assists the various disciplines in offering solutions to the problems of the faith in the modern world, social inequities, and human needs.

With a focus on encouraging faculty research, the Office of Sponsored Research is responsible for guiding proposal development and award management at John Carroll University. The Office provides assistance to the JCU community on the conceptual development and submission of proposals; the identification of external funding sources, agency requirements, and compliance issues; and the management of funded proposals. As a unit within The Graduate School, the Office also acts as a liaison for the JCU community to the Institutional Review Board for the protection of human subjects and the Institutional Animal Care and Use Committee.

JCU Websites for Grants, Contracts, Fellowships, and Research

- ❖ **WWW.JCU.EDU/RESEARCH/GUIDE**
Online version of *Guide to Grants, Contracts, Fellowships, and Research*.
- ❖ **WWW.JCU.EDU/RESEARCH/FORMS**
Gateway to forms and policies for grants, contracts, fellowships, the IRB, and the IACUC as discussed in this manual.
- ❖ **WWW.JCU.EDU/RESEARCH/INTERNAL**
Information, guidelines, and forms for internal funding opportunities available to JCU personnel.
- ❖ **WWW.JCU.EDU/RESEARCH/GRANTS**
Information, forms, and resources on pre- and post-award grants, contracts, and fellowships.
- ❖ **WWW.JCU.EDU/RESEARCH/IRB**
Forms, policy, information, guidelines, resources, and links of interest to IRB applicants.
- ❖ **WWW.JCU.EDU/RESEARCH/IACUC**
Forms, policy, information, resources, and links of interest to IACUC researchers.
- ❖ **WWW.JCU.EDU/FAS/FINANCE.HTM**
Controller's Office: Contact information; policies, procedures, and forms; Banner finance system information.
- ❖ **WWW.JCU.EDU/FAS/RISKMGMT.HTM**
Environmental Safety and Risk Management: Information, policies and guidelines on environmental, health, and worker safety.
- ❖ **LIBRARY.JCU.EDU**
Grasselli Library: access to Carrolline (the online catalog), electronic databases, and the OhioLINK catalog.
- ❖ **WWW.JCU.EDU/GRADUATE**
Graduate School Admissions: information for prospective and current graduate students and alumni.

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