

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Research and Sponsored Projects Procedures Manual		Related Policy	RA-02
	Subject Externally Sponsored Research Projects and Programs		Effective Date	01-Sep-2014
			Most Recent Review Date	01-Dec-2013
			Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC Research & Grad. Studies		Pages of these Procedures	1 of 2

Procedures of Policy No. (2) - Externally Sponsored Research Projects and Programs

1. Criteria for support of applications for external grant funding:
 - a) An academic or administrative unit must be willing to accept responsibility for the sponsored activity and must have adequate space, research facilities, and faculty or staff members who are available to perform the activity.
 - b) The project should be consistent with the Mission and Goals of the University.
2. The following procedures will be observed for all externally-sponsored research grants and contracts and for all potential sponsors including collaborative research with other universities, centers, public or private entities:
 - a) Principal Investigators should first submit "ORSP Form 2013-1: Request for Proposal Approval and Submission" along with a summary proposal to obtain preliminary approval from the ORSP for applications or proposals to be submitted to external sponsors. This form includes the proposed preliminary budget and signatures of the Principal Investigator(s), the Department Chair, the Dean, and the Director of ORSP (DRSP). If the proposed work is or includes a subcontract from or to a partner institution, this should be identified along with a support letter from the partner institution.
 - b) Proposals will follow the formats required by the sponsor or suggested by the ORSP when format is not specified. Budgets for all grants and contracts will cover both direct and indirect costs at current rates using recent quotations for equipment, goods, and services. Personnel costs may be estimated based on internal consultations or guides available through the respective College or ORSP, and the Policy on Indirect Cost Recovery rate (Overhead) and Faculty Time Buy-Out.
 - c) If pertinent, negotiations between the Principal Investigator and the sponsor may then be initiated in consultation with the ORSP.
 - d) The ORSP is responsible for the final internal review of the research contract or grant agreement, and as pertinent, to obtain University approval as per the Signatory Authority, and subsequent submission to the sponsor for signing formalities.
 - e) When the contract or grant is awarded, the ORSP will issue a project number and coordinate with Finance to establish a corresponding grant fund; notify the College Dean or Center/Institute Director, Department/Unit Chair or Coordinator, project Principal Investigator(s), and appropriate administrative offices; and take other steps as necessary so the Principal Investigator(s) may start the research and begin to make appropriate charges to project fund.
3. Any correspondence proposing modification of the terms or conditions of a contract or grant, including changes in the scope of the work or the period of performance, or an increase or decrease in the total estimated costs, or change in the Principal Investigator(s) will be forwarded to the ORSP, and have the endorsement of the Department Chair and the Dean or Director. If such modifications require an amendment to the research

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Research and Sponsored Projects Procedures Manual		Related Policy	RA-02
			Effective Date	01-Sep-2014
	Subject Externally Sponsored Research Projects and Programs		Most Recent Review Date	01-Dec-2013
			Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC Research & Grad. Studies		Pages of these Procedures	2 of 2

agreement or contract, such an amendment will be reviewed by the ORSP and submitted for University approval as per the Signatory Authority.

4. The ORSP, in coordination with the respective PIs and their Academic Units will issue periodic invoices to the sponsors as per the terms of contracts or agreements and coordinate with Finance to deposit payments into the grant fund taking into consideration any deduction for overhead.
5. At the conclusion of the project and after submission of the final report, the ORSP will coordinate with the relevant offices closure of the project fund and the refund and/or utilization of any remaining balance in consistency with the research contract or agreement.