

Research Proposals Policy

Many of our faculty are successful in obtaining small research grants, and contracts (\$20,000 or less) only to find that they will be burdened with enormous indirect costs (up to 50 percent) in order to complete the work.

Within the College of Architecture, we do not have administrators assigned specifically to oversee research funds bookkeeping. This is not an area where we are singled out as deficient, rather it is true for most colleges on the Norman campus.

This problem largely occurs because people write proposals without communicating with colleagues or their directors, get them approved by the sponsor with no indirect costs allocation, and then bring them into the college to get the work done. We have met with Dr. Droegemeier, Vice President of Research, and worked out a program to deal with these small projects. However, to make it work, we have to know about the proposals before they are submitted, and include certain language in the proposal that enables these projects to be completed.

Henceforth, with the beginning of the fall semester, 2011, we are requiring that all proposals, whether small or large, be submitted to the Associate Dean for Graduate Programs and Research for review and consultation before being sent out. We will review proposals promptly and not delay their submission, but you must allow at least 24 hours advance time. So, if your proposal is due to the sponsor, or to contracts and grants on Friday morning, we need to see it no later than Thursday morning.

Every proposal must contain the following minimum items:

- a) Scope of Work
- b) Calendar of major phases
- c) Personnel that will be used
- d) Facilities and equipment that will be used
- e) Deliverables
- f) Budget, estimated direct and indirect costs
- g) Sponsor (where funding is coming from)
- h) Principal Investigator
- i) IRB status

j) Director's signature that indicates review and approval

Please download the Research Proposals Information Form and the Research Budget Spreadsheet from the Forms + Policies page.

Reviewed and approved by the Directors, August 16, 2011

Research Payment Information

Version: Spring 2012

Purpose

The purpose of this document is to communicate information about the payment process for items purchased for CoA research projects. This document is not intended to be comprehensive. Nor is it intended to include every possible funding circumstance or purchase. It is intended to help researchers better anticipate payment effects on effort, scope of work, budgets and schedules.

Important Funding and Payment Considerations

- The PI is the responsible party for all project budget documentation, management and accounting.
- PI's should keep copies of all invoices and receipts for their records.
- Reimbursements can only be made with proof of payment.
- Payment can only be requested with proof of purchase.
- The typical payment time is 10-14 business days.
- Receipts/Invoices/PO's/Reimbursements should be submitted upon receipt to the CoA Financial Person for assistance with payment processing. Payments should be processed no later than 15 days after receipt. Payment should be processed as expediently as possible to maintain good relationships with CoA vendors.
- P-cards are currently not issued for grants as CoA policy because of experience and because p-cards must default to Hard funded accounts.

- The College Administrative staff currently assists PI's with travel, food orders, personnel actions, summer pay, payment processing and requisitions.
- Sales tax accrued for purchases made with a personal account cannot be deducted/not paid using the University tax exempt status, however it can be expensed along with the cost of the purchase and reimbursed from the research account.
- The College Administrative staff will assist, as a last resort, when a PI has exhausted all means to acquire goods or services using the methods available.
- The CoA does not currently have a Research Administrator on staff.

Payment Processes

The following describes the steps of the payment process if you make purchases using **cash** or your **personal credit card**.

The faculty member requesting reimbursement should fill out a reimbursement form. (See CoA Reimbursement Form) Attach all receipts or documentation showing payment and zero balances. Submit the completed form to the CoA Financial person for processing.

The following describes the steps of the payment process if you make purchases using a **monthly charge account**. It is recommended to use an existing CoA vendor if possible.

If purchases are made using a personal charge account or house account, receipts issued at the time of the charge should be brought to the CoA Financial person to start payment processing. See the CoA Financial person for instructions for use of CoA standing accounts. If no documentation is received at the time of the charge, notify the CoA Financial person that charges were made, so they will be aware when the statement or invoice is received.

Existing CoA Material, Product and Equipment vendor accounts:

- Airgas
- Dolese
- Locke
- Natural Water

- Whitton Supply
- Other vendors to be included.

The following describes the steps of the payment process if you make purchases using a **PO/Invoice**. This is the recommended procedure when possible.

If a PO is used (See **Departmental Order Form**) the PI should keep a log establishing a PO numbering system (See **Detailed Research Budget Form/Spreadsheet**). Use the log/spreadsheet for tracking and processing payment requests to vendors/suppliers/labor/other. After the PO is submitted, the vendor will send an invoice for payment. When the order is made, CoA Financial person should be notified in case the invoice is sent directly to CoA Admin. If PI receives the invoice, it should be taken to the CoA Financial person for assistance with payment processing.

Paying for Specific Needs

- **Travel/Mileage:** Treat research travel/mileage the same as academic travel/mileage. (See **Travel Request U.S. Form, International Form, Travel Reimbursement Form**).

- **Food:** Treat research food purchases the same as academic food purchases.

- **Personnel:** All use of personnel should be addressed through the CoA Administrative Staff to ensure compliance with all policies and legal requirements. Prior to the formal hire, the PI should contact the CoA Administrative Staff and convey their intentions. Provide proposed salary, start date, applicant's name, contact and hiring information as required and other relative information. The new employee should not begin working until they have filled out a new employee packet at the OU Human Resources Office. When the employee completes all paperwork and has provided all necessary documents, they will be given a form to return to the CoA indicating they are eligible for employment. At that time CoA Staff will process the personnel action form to start the employment process. Sometimes the employment verification process can take up to two-three weeks, depending on if an employment freeze form waiver request is required, if position numbers need to be established or if earning distributions have to be done.

- **Summer Pay:** If summer pay is budgeted as part of the grant, CoA Administrative Staff must be notified by mid-April regarding how much summer salary is to be

awarded and the fund number. A faculty member cannot make more than 1/9 of their salary for each of the summer months (ex: half of 1/9 for May, 1/9 for June, 1/9 for July, and half of 1/9 for August).