

**3356-10-13 Research, grants, and sponsored programs, cost-sharing and overmatching on external grants and contracts, payment of indirect costs on external grants and contracts, and disposition of residual funds from external grants and contracts.**

**(A) Research, grants, and sponsored programs.**

- (1) Policy statement.** Believing that the quality of education and public service is grounded in scholarship, the university seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.
- (2) Definitions.**
  - (a) “Sponsored programs”** are activities, including research, teaching, training or service programs, substantially funded by agencies external to the university and which require program technical, administrative, and fiscal accountability.
  - (b) “Grants, contracts, and cooperative agreements”** are legal instruments governing the administration of sponsored programs.
  - (c) “Research”** is legally defined as “... a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge...” [45 CFR 46.102(1)]. It includes internally and/or externally sponsored research, or unfunded research, conducted by authorized faculty or staff.
- (3) Parameters.**
  - (a)** The university, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken with institutional approval by faculty and staff who may be designated as principal investigators (for research projects) or project directors (on other activities).
  - (b)** University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.

- (c) The president, provost and vice president for academic affairs, associate provost and director of research services and graduate studies are specifically designated to serve as institutional officials with the authority to approve sponsored program proposals and agreements.
- (d) Upon recommendation, the provost and vice president for academic affairs, and the president may designate additional institutional officials as authorized to approve sponsored program proposals and agreements.
- (e) The provost and vice president for academic affairs, associate provost and director of research services and graduate studies are the university officials having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- (f) The university research council is charged with assisting the provost and vice president for academic affairs, associate provost and director of research services and graduate studies in stimulating sponsored program activity.
- (g) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.

(4) Procedures.

- (a) All sponsored programs are initiated by submission of a written proposal, including the proper completion of the Youngstown state university (university) proposal routing process, identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
  - (i) Faculty proposals are electronically routed by the principal investigator/project director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project. Following their review and approval, the proposal is electronically routed to the office of research services for review and submission clearance and

the director of grants accounting prior to approval by an authorized institutional official (usually the director of research services and graduate studies or associate provost).

(ii) Proposals from other areas of the university must be forwarded to the appropriate supervisor and the provost and vice president for academic affairs or other appropriate associate vice president prior to transmittal to the office of research services, followed by the office of grants accounting, and approval by an authorized institutional official.

(b) All sponsored program award agreements must be reviewed and approved by the director of research services and graduate studies, and accepted by an authorized institutional official (either the director of research services and graduate studies or associate provost) before individuals can begin any work.

(c) Information on research policies, grants and sponsored programs is available from the office of research services in the following formats:

(i) The [office of research services](#) webpage and penguin portal.

(ii) Grant development workshops offered by the office of research services.

(iii) Personal meetings with the director or staff members of the office of research services.

(d) Other information on faculty research and related considerations is available in the collective bargaining agreement between Youngstown State University and Youngstown State University chapter of the Ohio Education Association.

(B) Cost-sharing and overmatching on external grants and contracts.

- (1) Policy statement. Cost-sharing or matching is a frequent requirement on externally sponsored grants and contracts. The Youngstown state university match is permitted to meet the minimum requirements of the funding agency, and overmatching is prohibited unless written justification is provided to document that such overmatch benefits the university.
- (2) Parameter. Requests for proposals (RFPs) from external sponsors frequently require cost-sharing or matching funds from the university as part of the budgetary grant request. The percentage of matching funds, when required, is typically set by the agency and appears in the grant application guidelines. However, on occasion, university principal investigators or project directors cite additional matching funds (overmatching) on grant submissions when additional matching funds are not required or necessary. For audit purposes, tracking of additional matching funds adds complexity to the agency and the university, and the university cannot then use these additional funds elsewhere as match on other projects.
- (3) Procedures.
  - (a) As part of the formal grant submission process at the university (paragraph (A) of this rule, “Research, grants, and sponsored programs”), clearance of the submission of an external grant application requires prior approval by department chairs, college deans, the director of research services and graduate studies, or associate provost.
  - (b) A typical match on an application for support submitted to an external agency would not include more than a fifty per cent match from the university. In addition, such matching funds provided by the institution would normally include equipment, supplies, the cost of personnel reassign time or tuition. This approach enables full recovery of indirect costs from the funding agencies.
  - (c) University faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for including any institutional (over)match in the preliminary budget. Prior to external proposal submission, the justification must be submitted

and approved by the director of research services and graduate studies or associate provost, and the provost.

(C) Payment of indirect costs on external grants and contracts.

- (1) Policy statement. Externally sponsored grants and contracts typically pay for both direct costs and indirect costs. All funding organizations must pay indirect costs at the prevailing authorized rate for Youngstown state university based on the federally-negotiated rate. In case of waiver or reduction, indirect costs shall be included as part of institutional match on the grant project.
- (2) Parameter. Sponsored programs and grant projects have budgets depicting the actual costs, including both direct and indirect costs. Indirect costs, or facilities and administrative (F and A) costs, have been deemed as real and allowable in federally sponsored programs and are paid at a federally negotiated rate with the U.S. department of health and human services. In some cases, the allowable percentage of indirect costs is reduced by the federal, state or local agency.
- (3) Procedures.
  - (a) As part of the formal grant submission process at the university (paragraph (A) of this rule, “Research, grants, and sponsored programs”), waiver or reduction of indirect costs on grant proposals submitted to external sponsors requires prior approval by the director of research services and graduate studies, the associate provost or the authorized institutional official.
  - (b) The author of the grant proposal is expected to develop a budget for the proposal that accounts for the full payment of indirect costs, unless specifically disallowed by a funding organization. Exceptions may be requested only when directed by the solicitation. No general exemption of payment of indirect costs is provided to for-profit companies.
  - (c) University faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for reduced indirect costs. If indirect

costs are waived or reduced, indirect costs shown in the budget shall be included as part of the institutional match.

(d) Prior to proposal submission externally, the written justification for waived or reduced indirect costs must be submitted to and approved by an authorized institutional official (usually the director of research services and graduate studies or the associate provost).

(D) Disposition of residual funds from external grants and contracts.

(1) Policy statement. Residual funds from external grants and contracts will be deposited in an account of the office of the dean(s) of the college(s) or head of unit/division from which the original proposal emanated, provided that the policies of the external agency permit such a disposition of unused funds.

(2) Purpose. The intent of this policy is to ensure that all research grant/contract and other sponsored program funds received by Youngstown state university are delegated to the general purpose for which the grant/contract was intended. Furthermore, because the university has limited ability to reward faculty and staff for seeking external funds, use of such residual funds to support research or other scholarly and service activities intended by the external agency and sought by faculty/staff will provide an additional discretionary resource to the colleges and/or other units/divisions as an incentive to seek additional external resources.

(3) Definitions.

(a) “Agency” is any external organization, whether governmental or private, that awards a grant/contract or other sponsored program to the university. It does not include legislated funds for which no competitive application was made by the university.

(b) “College(s) and/or other units/divisions” include those academic colleges or other major departments/units (not in an academic college and usually supervised at an executive director or higher level) that prepared the original application for external funding to the funding agency.

(c) “General purpose for which the grant was intended” means that residual funds will be used to support research/scholarship, instruction, and/or service with the most general interpretation. It does not mean that the expenditure of funds will be used only for the specific purpose originally cited as a deliverable in the grant award.

(4) Procedures.

- (a) At the conclusion of an external grant or contract award from an agency, after all accounts have been reconciled, remaining funds will be transferred to an account in the office of the dean(s) of the college(s) and/or the head of the nonacademic department/division that originally submitted the funding proposal.
- (b) Disposition of residual funds from completed/closed grant/contract or sponsored program accounts will be completed by the office of grants accounting within ninety days of grant closeout.
- (c) If the project was collaborative between/among several college(s) and/or other units/divisions, the disposition of funds will be prorated according to the overall budget distribution as specified in the original/modified grant application. The office of grants accounting will determine the allocation for such distribution to the participating college(s) and/or other units/divisions.
- (d) Use of residual funds by the college(s) and/or department/division is discretionary to the dean (or nonacademic department/unit head), but will normally support research, scholarship, education/training, and/or service. Deans (or nonacademic department/unit heads) are encouraged to seek the advice of those individuals whose grant funds have contributed to the sponsored program/grant that generated the residual funds. Any dispute as to the appropriate use of such funds shall be decided by the director of research services and graduate studies or associate provost. Funds shall be held in a restricted account.