



UNIVERSITY OF CENTRAL FLORIDA

**Office of the President**

<b>SUBJECT:</b>  Proposal and Acceptance of Sponsored Awards for Research and Development	<b>Effective Date:</b> 12/7/2017	<b>Policy Number:</b> 4-214
	<b>Supersedes:</b>	<b>Page Of</b> 1 4
	<b>Responsible Authority:</b> Vice President for Research and Dean of the College of Graduate Studies	

**APPLICABILITY/ACCOUNTABILITY**

This policy applies to all sponsored awards for the University of Central Florida (UCF), direct support organizations (DSO), and auxiliary units, and all faculty, staff, and students involved in the preparation, submission, and processing of proposals or awards for external funding.

**BACKGROUND INFORMATION**

The purpose of this policy is to establish authorization for entering into sponsored award proposals or agreements on behalf of UCF and the University of Central Florida Research Foundation, Inc. (UCFRF). The policy also establishes the restriction of independent submission of sponsored award proposals or acceptance of sponsored award agreements on behalf of UCF and the UCFRF by unauthorized personnel.

**POLICY STATEMENT**

By statutory requirement, the Office of Research & Commercialization (ORC) and the UCFRF are the sole entities authorized to negotiate, enter into, and execute sponsored research contracts; to solicit and accept research grants and donations; and to fix and collect fees, other payments and donations that may accrue from sponsored research awards (Florida Statute 1004.22(3); UCF Regulation 2.027; UCF Policies 2-107.4 and 4-210.)

No UCF faculty, staff, or students, other than those personnel detailed to the ORC or the UCFRF with appropriate signature authority delegated by the vice president of research, are authorized to submit proposal applications or execute agreements for sponsored awards as defined below. Failure to adhere to this policy by faculty, staff, or students of the UCF will result in the penalties of noncompliance outlined in UCF Policy 2-107.4 §VI for breach of signature authority. Further, the UCF is not obligated to honor the receipt of awards pursuant to applications that did not follow the requirements of this policy to submit sponsored research proposals through the ORC or the UCFRF under the direction of the vice president of research. Those applications may be withdrawn and awards may be declined.

The Office of Advancement and the University of Central Florida Foundation are responsible to manage institutional relationship with individuals, corporations and foundations that lead to solicitation of philanthropic commitments (UCF policy 2.202.1). Staff in the Office of Advancement work collaboratively with ORC and the UCFRF to submit proposals for sponsored research through the ORC.

## **DEFINITIONS**

**Development.** The systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

**Research.** A systematic study directed toward fuller scientific knowledge or understanding of the subject studied. Research includes all research activities, both basic and applied, and all development activities, including the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities.

**Sponsored Award.** External funding received for the purpose of supporting sponsored research.

**Sponsored Research.** Research executed by university employees using any university space, facilities, materials, equipment, or property which is financed by contract payments, grants or gifts from any source (UCF Regulation 2.027). Sponsored research supports research and development, but it also includes instruction, training, professional development, curriculum development, community and public service projects, and commercialization. Sponsored research funding instruments also includes cooperative agreement, consortium agreement, and donation.

## **PROCEDURES**

1. UCF personnel interested in engaging in sponsored research activity must contact the ORC in order to initiate or pursue those activities.
2. The ORC will submit all proposals for sponsored research on behalf of the UCF or the UCFRF. In rare instances, exceptions may be made, but must be approved in advance and in writing through ORC by the vice president of research.

## **RELATED INFORMATION**

This policy is related to sponsored awards as defined above and excludes unrestricted gifts to the university and designated gifts unrelated to sponsored research. Distinguishing gifts from sponsored awards is governed by UCF Policy 4-210. Unrestricted gifts and designated gifts unrelated to sponsored research are governed by UCF Policy 2-202.1.

## **RELATED DOCUMENTS**

*UCF Regulation UCF-2.027* Sponsored Research

[http://www.regulations.ucf.edu/docs/notices/2.027SponsoredResearch\\_Aug09.pdf](http://www.regulations.ucf.edu/docs/notices/2.027SponsoredResearch_Aug09.pdf)

*UCF Policy 2-102.2* Contract Review

<http://policies.ucf.edu/documents/2-102.2ContractReview.pdf>

*UCF Policy 2-107.4* Signature Authority Policy

<http://policies.ucf.edu/documents/2-107.4SignatureAuthorityPolicy.pdf>

*UCF Policy 4-210* Distinguishing Gifts from Sponsored Awards

<http://policies.ucf.edu/documents/4-210DistinguishingGiftsFromSponsoredAwards.pdf>

*UCF Policy 2-202.1* UCF Foundation Solicitation of Charitable Gifts

<http://policies.ucf.edu/documents/2-202.1UCFFoundationSolicitationOfCharitableGifts.pdf>

Florida Statute Title XLVIII, Chapter 1004.22 Divisions of sponsored research at state universities.

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=1000-1099/1004/Sections/1004.22.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1004/Sections/1004.22.html)

Code of Federal Regulations 2CFR200.87 Acronyms and Definitions -- Research and Development

<https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-87>

## **CONTACTS**

University of Central Florida, Office of Research & Commercialization, 12201 Research Parkway, Suite 501, Orlando FL 32826, phone (407) 823-3778.

**INITIATING AUTHORITY**

Vice President for Research and Dean of the College of Graduate Studies

<b>POLICY APPROVAL</b> (For use by the Office of the President)	
Policy Number: <u>4-214</u>	
Initiating Authority: _____	Date: <u>12/7/17</u>
University Policies and Procedures Committee Chair: _____	Date: <u>11/29/2017</u>
President or Designee: _____	Date: <u>12/2/17</u>