

Office of the Sponsored Programs  
Policy Manual –  
Updated December, 2023



## 2 RESEARCH INTEGRITY

The University of Tampa personnel are expected to adhere to the highest ethical standards for all research and scholarly work. It is the responsibility of every principal investigator to maintain the integrity of research projects by keeping accurate, permanent, and auditable records of all experimental protocols, data, and findings, and to charge other contributors with the same standards. Misconduct in research and other unscholarly activities are incompatible with the standards of The University of Tampa, and all allegations of such behavior will be handled promptly. Additional information including the University Policy on Misconduct in Research can be found in the Faculty Handbook.

## 3 CONFLICT OF INTEREST IN SPONSORED PROGRAMS

The University of Tampa employees should conduct their sponsored programs so as to avoid or minimize ( ) TJ 0.018 Tc -0.01 > BD-018

Tw

Those investigators involved in a proposal and subsequent award with a Public Health Service (PHS) agency, National Science Foundation, and other applicable private foundations/agencies that maintain their own financial conflict of interest policies that differ from the university policy must file a disclosure statement with the Office of Sponsored Programs at the time of proposal.

Disclosures must be filed whenever an Investigator has a material change in the significant financial interests or obligations previously reported.

- a. Cooperating with Institutions and Organizations



compensated at the appropriate market range.

d. Facilities and Administrative (F&A) or Indirect Costs

Facilities & Administrative costs (F&A or indirect costs) are allowable costs associated with the conduct of a research study, but which cannot be directly charged since they result from shared services.

Such costs might include libraries, physical plant operation, support research administration expenses, and depreciation or use allowance for building and equipment. F&A cost on federal grants are computed on the basis of negotiations with the Department of Health and Human Services, currently set at 57% of direct salaries and wages, not including fringe benefits. UT's policy is

Funds to the principal investigator/project director will reside in the Dean's office and use of them will require the Dean's approval. Funds may be used for the professional or scholarly development of the project recipient and are not required to relate to the grant's projects. Funds cannot be taken as a stipend or salary supplement.

Funds to the Grant Matching Fund will reside in the Office of the Provost and be used solely to build a pool of funds for future faculty or institutional grant proposals where cost sharing is required by the sponsor in order to submit and cannot be satisfied through monetary means. University administrators or faculty wishing to submit an application with a match requirement should contact OSP.

In cases where applications include project directors from different departments, the amount for each receiving unit must be specified clearly prior to submission of the grant and outlined on the Sponsored Program Checklist. Should disputes arise over the allocation of indirect cost recovery and should the parties be unable to resolve these disputes, allocations will be returned to the Grant Matching Fund in the Office of the Provost. Should the project director leave UT, unused ICR funds will be distributed to the Grant Matching Fund in the Office of the Provost.

ICR will be allocated to the Dean's office from the University once the grant has been approved and the Office of Administration and Finance have received the funds. ICR funds will be maintained in a continuing account for use over multiple years until the funds are spent.

Note: Grants/applications/proposals/contracts that are not processed through the proper channels as outlined herein will not be eligible for ICR funding.

e. Fringe Benefits

Fringe benefits include such items as Social Security, University retirement programs, health insurance, life insurance, and disability insurance. Average rates are used for budgeting the costs of a project. Typically, fringe benefits are a direct charge to the grant or contract, and most forms that UT faculty members fill out will indicate lines for fringe benefits on project staff salaries. The current rate for Fringe benefits is 2% for fulltime and 8.33% for part time. Contact the Office of Sponsored Programs with any questions.

f. Release Time

Though the primary obligation of university faculty is teaching, the university also encourages faculty to seek external grants in support of scholarship or approved programmatic initiatives. In some cases, the external funding agency will allow requests to pay salary costs to carry out the project. In such cases, the faculty member may request released time from teaching. Approval of such requests shall be subject to the following requirements:



reviewed and accepted by the Director of the Office of Sponsored Programs prior to money being received by the University. Terms and conditions associated with an award will be noted on the Summary of Award Form and distributed, along with copies of the award, to the Provost, Office of Administration & Finance, Dean and the Principal

Fdrdmd tn.9 ( gh0.013 Tc -0.013 Tw 3.239 -3)5728( )-

## 10 USE OF REMAINING FUNDS

Any funds remaining in a restricted grants account at the close of the grant will be sent back to the grantor unless otherwise specified. If funds were received through time billed but not paid out to employees, the remaining funds shall be moved to a new restricted account for use by the Department that earned the billed time. Specific use of funds must be approved by the appropriate Dean and the Provost.

## 11 GRANT WORKER HIRING

Grant Worker hiring follows the policies and procedures of the UT Human Resources Department. PI's should familiarize themselves with these policies and consult with both OSP and HR at the proposal stage to determine the applicable policies and procedures.

## 12 BUDGET CHANGES REQUIRING AGENCY APPROVAL

Most budget changes can be made without prior approval from the funding agency, but PD should contact OSP for approval of all budgetary changes.

Others, however, cannot be made until the sponsor has granted prior approval. The types of transactions that require prior approval vary depending on the agency and the type of agreement. Generally, prior approval or notification will be required for the following:

- x Change in scope

## 14 RECOVERY OF GRANT FUNDS

After the close of a grant which allows for charges of time worked, any remaining recovered funds shall be placed in a restricted account assigned to the office or department from which the time was earned. Use of these funds must be approved by the Provost or appropriate Vice President in the case of a staff department.

## 15 RECORD RETENTION

Retention of all financial and programmatic records, supporting documents, statistical records, and other records of the University is an integral responsibility of OSP and UT Finance and Administration. Grant related records are required to be kept for specific periods after the completion of grant projects. Record retention requirements can differ by sponsor and by the type of award agreement (grant, cooperative agreement, or contract).

The Office of Sponsored Programs is the official repository for UT grants related records. PI/PDs are responsible for ensuring that copies of technical or program reports are forwarded to OSP for inclusion in the