

University Policy

Section # ** N/A	Policy # U-VPR 11	Administration for Research and Other Sponsored Programs	
Responsible Department: Research Administration			
Date Originated 08/14/1998	Last Reviewed 08/26/2020	Last Revised 08/26/2020	Effective Date * 07/20/2021

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I. Policy Statement

The purpose of this policy is to establish the authority and define the required processes for securing and managing Sponsored Programs.

II. Scope

This policy applies to all personnel of the Medical University of South Carolina (“MUSC”) and the Medical University Hospital Authority (“MUHA”) and affiliates, including but not limited to the University Medical Associates of the Medical University of South Carolina (“MUSCP”), the MUSC Foundation (“MUSCF”), and the MUSC Foundation for Research Development (“FRD”) (collectively the “MUSC Enterprise”) involved in the administration or performance of Sponsored Programs.

III. Approval Authority

Office of the Vice President of Research

IV. The Policy

The ultimate responsibility for the oversight of research of the MUSC Enterprise resides with the President of MUSC. The President delegates authority for oversight of research to the Vice President for Academic Affairs and Provost of MUSC who, in turn, assigns this responsibility to the Vice President for Research of MUSC. The Vice President for Research is MUSC’s chief research and Sponsored Programs officer.

Signature authority for the Office of Research and Sponsored Programs will be delegated by the President of MUSC annually.

All research and other Sponsored Programs, as defined below, will be administered through the Office of Research and Sponsored Programs (ORSP). All proposals will be submitted to ORSP through their established procedures for review and signatures.

Exemptions to ORSP review:

1. Agreements solely for physician/medical contractual services for the provision of standard medical care are exempt.
2. Solicitations for gifts, bequests, endowments, alumni gifts, and deferred charitable giving are also exempt.
3. Internally, institutionally, non-sponsored funded pilot, research and other projects.

The ORSP review of proposals includes addressing compliance issues (e.g. time and effort of participants and identifying potential conflicts of interests), budget review and approval and negotiating contractual language and award terms within federal guidance and state regulations.

* Policies become effective on the date of publication

** If not applicable, enter NA

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The Director of ORSP will report directly to the Vice President for Research of MUSC and will provide periodic reports for review and presentation to the President of MUSC and the Board of Trustees of MUSC.

V. Definitions

A **Sponsored Program** includes a grant, contract, cooperative agreement, sub grant, subcontract, consortium agreement, purchase order, or memorandum of understanding that formalizes the transfer of money or property from a sponsor in exchange for specified activities (e.g., research and development, instruction, public services etc.), and may require specific deliverables such as detailed financial and/or technical reporting by the recipient.

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