



POLICY

Title: Administrative Policy for Sponsored Project Administration Procedures

About This Policy

Responsible Official:	Vice President for Research	Approval Authority:	President
Policy Number:	V.6.8.1	Effective Date:	March 07, 2019
Revision History:	None		
Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):			
Title(s)/Department(s):		Contact Information:	
Sponsored Project Administration Main		(802) 656-3360 spa@uvm.edu	
Director, Sponsored Project Administration		(802) 656-1986	
SPA Staff by Function		https://www.uvm.edu/spa/staff-function	
Executive Director, Research Administration and Integrity		(802) 656-1435	

Policy Statement

Externally sponsored projects carry with them significant statutory and regulatory administrative requirements. Principal Investigators (PIs), their operational units, and sponsored project administration staff are expected to comply with all applicable regulations and with all related policies and procedures whether they are at the institutional level or at the department level.

Reason for the Policy

The University of Vermont maintains an [institutional policy](#) website that houses University Policies and University Operating Procedures (UOPs). University Policies generally apply throughout the University or major components of the University. UOPs are freestanding operational rules or sets of steps that all persons engaged in the activities that are the subject of the UOP must uniformly follow. Policies and procedures that

pertain only to a specific department/unit or that affect only the personnel or operations of such department/unit are not generally considered University Policies or UOPs. As such, procedures related only to the administration of sponsored projects do not meet the definition of UOPs and, therefore, are managed and available on the [Sponsored Project Administration \(SPA\) Procedures](#) website. University-wide policies and UOPs, however, supersede those of SPA regarding issues of University-wide application and in the event of a conflict between policies.

Applicability of the Policy

This policy applies to all employees, including administrators, staff, faculty, and student employees who manage, supervise, or conduct University business or financial transactions or activities under an externally sponsored project. This includes, but is not limited to, Principal Investigators (PIs), Unit Administrators, and Sponsored Project Administration staff.

Definitions

Sponsored Project: A signed award (grant, contract, or cooperative agreement) under which the University agrees to perform a certain scope of work, according to specific terms and conditions, for a specific budgeted financial compensation.

Unit Administrator: For the purpose of all procedures, a Unit Administrator or UA refers to a Business Unit Administrator, Business Manager, Grand Administrator and/or Department Administrator. This term is used interchangeably and refers to the person assisting the PI at the department level.

University-Wide Policies and University Operating Procedures: Have the same definition as found in the [Adoption of University Policies, Operating Procedures and Guidelines Policy](#).

Procedures

The principal investigator is designated by the University to direct the project or program being supported by the sponsored award, and is responsible for technical, fiscal, and administrative management of the sponsored activity in accordance with all applicable University, Federal, State, and sponsor requirements. Prior to the preparation and submission of a sponsored project proposal, the PI is responsible for reviewing applicable procedures related to the sponsored project proposal process. In addition, PIs are responsible for ensuring that any additional faculty, staff and/or students working under the award are also aware of, and comply with, applicable SPA procedures.

SPA procedures can be found on the [Sponsored Project Administration Procedures](#) webpage. This page also includes links to web resources and dates that procedures were updated. Any questions related to the application and applicability of a SPA procedure should be addressed with the Director of Sponsored Project Administration or with the appropriate SPA functional staff.

Forms/Flowcharts/Diagrams

- None.

Related Documents/Policies

- [Adoption of University Policies, Operating Procedures and Guidelines](#)
- [University of Vermont Institutional Policies Website](#)

Regulatory References/Citations

- See individual procedures.

Training/Education

Training requirements will be specified in overarching UVM Policies or in SPA procedures. Required training will be provided on an as-needed basis as determined by the Director, Sponsored Project Administration, or Executive Director, Research Administration and Integrity, or the Vice President for Research.

Effective Date

Approved by the President March 22, 2019