The Principal Investigators (PIs) Handbook for External Grants and Contracts

Fall 2013

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The PI Handbook
For External Grants and Contracts

Fall 2013

Introduction

The PI Handbook is designed to help both new and experienced Principal Investigators (PIs) manage their sponsored projects and grants. A PI is the principal person who leads and is accountable for a grant or project. There may be several co-PIs who serve in a collaborative and supportive role, but it is the PI that IUP looks to for managing the grant or contract.

A sponsored project is funded by an "external" non-IUP source. Sponsored project awards are made in the form of grants, contracts or agreements to either the University or the IUP Research Institute.

Awards are made to an institution, not to an individual, so the conduct of the sponsored project must follow University, IUP Research Institute, and funding agency requirements.

What Are Your First Steps Towards Landing a Grant or Contract?

First, you need a novel idea that has been thoroughly considered, and you need an organized plan to accomplish it. You should have done a significant literature review and should be able to prove to the reader that what you are proposing will 'make a difference' in some tangible and measurable way. Few agencies will fund 'me, too' research, and even fewer will fund poorly organized proposals.

The second step is to realize that there are Federal, Commonwealth of Pennsylvania, IUP, and Agency policies in place that you will have to adhere to. If you don't want to be held accountable to Federal regulations, for example, then perhaps you don't want to submit a proposal to a Federal agency.

Finally, you should know ahead of time that it is the University that must submit a proposal on your behalf. This is sensible because the University assumes liability and perhaps some risk on your behalf, as is required by many granting agencies these days.

You might wish to have a draft of your proposal reviewed prior to submission. This is an excellent practice that will improve the chances of funding. Please contact your Grant and Contract Specialists in the Research Institute if you wish to do this.

Who Can Submit A Proposal On Behalf of IUP?

The PASSHE Chancellor's Office delegates the authority of signing proposals, grants, and contracts to the President of the University. The President officially delegates that authority in writing to a limited number of people. At IUP, there are four people that can officially submit a proposal, with two of these individuals residing in the School of Graduate Studies and Research, one in the Provost's Office, and the President can submit. When one of these authorized individuals signs such a proposal, he/she legally binds the university to ensure that the terms and conditions of the contract or grant are adhered to. The signature also authorizes the use of University space, budget systems, and other such entities as needed to meet the requirements of the grant or contract. With some grants or contracts, the signing authority assumes personal legal responsibility for fines, with fines to the individual (not the University) for up to $100,000. All proposals are to be submitted through the Research Institute. The Research Institute personnel will ensure that the appropriate University/Research Institute officials will, review, and approve your proposal.

Who Assists with Developing Grant or Contract Proposals?

The Research Institute (http://www.iup.edu/researchinstitute/default.aspx) provides a full range of services designed to provide support for IUP faculty and staff pursuing or engaging in externally funded sponsored program activity. For example, the Research Institute helps researchers identify potential funding agencies, complete applications, and develop budgets.

Grant and Contract Specialists in the Research Institute have been designated for each campus unit to serve as a point of contact for proposal submission and award administration for that unit. The names, contact information and assignments of each Grant and Contract Specialist can be found here:

http://www.iup.edu/researchinstitute/personnel/default.aspx

The Grant and Contract Specialists can assist you with locating funding opportunities. This is a good place to start:

http://www.iup.edu/research/resources/default.aspx

Preparing a Sponsored Proposal

The Grant and Contract Specialists will assist you with the preparation of all documents including internal authorization, budget forms, and agency guidelines. They cannot write proposals, however, because they are not discipline experts in multiple fields of endeavor. Once you have identified a grant opportunity, you must write the proposal

narrative following the RFP guidelines. It is best to complete your proposal narrative as early as possible to allow time for review, editing, and inclusion with the other documents reviewed prior to IUP authorization.

Required IUP authorization steps include the following:

1. Completed Authorization to Seek External Funding.
2. Allowable, allocable[1], and reasonable budget.
3. Proposal Narrative (draft is acceptable).
4. Completion of Proposal Review Process.

Proposal Review is comprised of representatives from offices and divisions at IUP including Grant & Special Fund Accounting, Purchasing, IT Services, Human Resources, and the School of Graduate Studies and Research. Personnel from the Research Institute initiate and participate in this review. This review confirms that IUP has the facilities and infrastructure to reasonably complete the tasks in the proposal, and that there is a sound fiscal plan with a do-able timeline. Under no circumstance should a proposal be submitted prior to the completion of all of the steps above.

You will be asked to sign the Authorization to seek external funding form and budget spreadsheet. ***Your signature indicates that you will adhere to all Federal, Commonwealth of Pennsylvania, Agency, Research Institute, and IUP Policies that apply to the proposal.*** Make sure that you know what you are committing yourself to before you sign. For a list of IUP Research Policies, visit this site:

http://www.iup.edu/research/policies/default.aspx

You Are Funded! Now What?

The funding agency notifies the PI and the Authorizing Official listed on the proposal that an award is being made. The Authorizing Official is typically either the Dean of the School of Graduate Studies and Research or the Executive Director of the Research Institute. Awards are usually made in the form of grants, contracts, or cooperative agreements. The terms and conditions of the award will vary according to type of award and type of funding agency.

The funding agency must provide written notification of the award ***before*** work can proceed on a grant or contract. In rare instances, permission to begin work on the grant or contract before written notification is received may be approved using a “Backstop” process.

[1] Allowability, allocability, and reasonableness are defined and determined in the Federal Office of Management and Budget (OMB) circular A-21. **Allocable** means that the cost has been incurred solely to support or advance the work of a specific sponsored research award.

The Research Institute does not backstop grants or contracts. An IUP backstop will only be authorized for projects considered to present little to no risk to the University. A justification and official request is required. Contact Grant and Special Fund Accounting for information on how to request a backstop.

The Grant and Contract specialist at the Research Institute will review and negotiate any terms and conditions with the funding agency. You should **not** attempt to negotiate with the agency, because a PI does not have the authority to do so. Your award will be processed once the award document meets all requirements and is acceptable to IUP and the Research Institute. You will receive an email notification from the Research Institute formally acknowledging the award. ***Your Grant and Contract Specialist from the Research Institute will likely set up a 'kick-off' meeting with you to review the Federal, Commonwealth of Pennsylvania, Agency, Research Institute, and IUP Policies that apply to your award.*** It is in your best interests to attend such a meeting if asked, as your signature on the proposal indicated that you agreed to adhere to these requirements.

Going on Unpaid Leave or a Sabbatical

Most funding agencies **require** the PI to be on campus during the performance period. If your sabbatical project will take you away from campus, please work with the School of Graduate Studies and Research and with the Research Institute before you go on unpaid leave or take a sabbatical. For more information, see:

http://www.iup.edu/page.aspx?id=141510

Your Responsibilities

While your professional expertise is the reason why awards are made, the institution accepts the award and also bears responsibility for ensuring compliance with all Federal, State, and agency regulations. You are responsible for carrying out the project as proposed, making sure that the funds are spent for their designated purpose, and acting in accordance with the funding agency's guidelines.

In administering the project as described and agreed to, the PI is responsible for:

- Initiating and approving all spending.
- Completing all progress and other reports on time as required by the funding agency.
- Hiring personnel according to IUP and Research Institute procedures and certifying time and effort reports.

Fiscal Management of Award

The administration and fiscal management of an externally funded award will be handled in a manner determined by the applicant organization that was named in the proposal to "house" the sponsored project. Financial post-award staff assigned to a particular award can be from the Research Institute, the IUP Office of Grant & Special Fund Accounting, or both.

Contact the Research Institute and Grant & Special Fund Accounting to understand how to fiscally manage your award.

Establishing a SAP Cost Center

Upon receipt of the grant award notification letter, the Grant and Special Fund Accounting Office will typically assign a SAP Cost Center for your award. Two types of cost centers are established for externally funded projects:

- A *restricted fund* (WBSE) is established for all project funds paid to IUP on a cost-reimbursable basis. Expenditures must comply with the terms of the agreement. Unspent funds cannot be spent on other activities and are returned to the funding agency.

- A *special fund/designated fund (cost center)* is established for "fee for service" and "revenue generating/self-supporting" activities. These budgets fund any cost related to that specific program. Funds remaining upon completion of the project remain available for the PI's use.

The PI receives correspondence from the Grant & Special Fund Accounting Office confirming the creation of a new cost center or WBSE. One grant accountant will be the responsible fiscal officer and will serve as the contact person assisting with procedural, regulatory and fiscal matters. After the account is established, funds are spent in accordance with the approved budget.

Matching Funds

If your project includes cost sharing or match, the Grant and Special Fund Accounting Office will set up a *matching* SAP cost center. This will be reviewed at the "Award Kick-off" meeting.

Time and Effort Reports

IUP Policy, which adheres to Federal regulations, requires that a PI or Co-PIs, whose salary is paid wholly or in part by a Federal and/or State grant or contract, must submit a Time and Effort Report on time. For details, see:

http://www.iup.edu/research/policies/default.aspx

Incurring Other Operating Expenses

For expenses that are the responsibility of the Research Institute, contact the Research Institute for details. For funds that are the responsibility of IUP, contact Grant and Special Fund Accounting for details.

A detailed review of the budget items and processes will be explained in the "Award kick-off" meeting.

Changing the Budget Post-Award

If changes to the program, the scope of work, or the budget are needed, the Research Institute will work with you, the funding agency, and the Grant and Special Fund Accounting Office as appropriate. Under no circumstance are you permitted to negotiate with the funding agency with respect to budget or scope of work outside the cognizance of the IUP Research Institute.

In the case of most Federal non-construction awards, prior approval is required from the funding agency for one or more of the following reasons:

- Change in the scope or the objective of the project (even without budget revision).
- Replacement of a key person specified in the application or award document.
- Absence for more than three months, or a 25% time reduction to the project, by the PI.
- Need for additional funding.
- Transfer of amounts for indirect costs to absorb increases in direct costs or vice versa, if approval is required.
- Inclusion, unless waived, of costs which require prior approval in accordance with OMB regulations.
- Sub-awards, transfers, or contracting out of any work unless described and funded in the award. This does not apply to the purchase of supplies, material, equipment or general support services.

Changing your budget may increase or decrease the F&A collected. For example, changing a 3-credit release for you or a Co-PI from Spring to Summer would decrease the amount of F&A collected. This reduces the F&A for the college. IUP procedures

require that you contact your dean and obtain approval in advance for budget changes that decrease the amount of F&A that accrues to the college(s).

If you need to change the budget, contact your Grant and Contract Specialist before you spend additional funds. It may not be possible to make all of the changes to the budget that you wish due to regulations or policies.

Equipment Purchases

Equipment purchased with Commonwealth of Pennsylvania or industry grant funds are considered to be owned by IUP and not by the PI, unless otherwise specified in the grant or contract. Equipment purchased with Federal grant funds is owned by the Federal government and not by IUP. For this reason, equipment purchased on a Federal grant cannot be surplused by IUP. It must instead be surplused as directed by the Federal government.

Financial Reporting Requirements of Sponsor

Per the requirements of the funding source, the Research Institute and/or Grant & Special Fund Accounting will:

- Prepare required financial reports.
- Invoice the funding source and provide appropriate supporting documentation when requested.
- Coordinate the close-out process.
- Advise you of program reporting requirements.

Time Extensions

External funding agencies may allow a project extension beyond the approved project period if no additional funds are required. Commonly referred to as a *No Cost Extension*, this must offer a project-related rationale for extending the time period. Contact the Research Institute to determine the method for requesting an extension. Most funding agencies require a request for extension 45 days prior to the termination date of the grant. The revised budget may also require review and authorization by IUP and/or the Research Institute; you should plan on a lead time of 60 days.

Project Termination and Closeout

Unless an extension is authorized, no funds can be expensed after the period of performance expiration date. You are expected to effectively manage your budget to ensure successful completion of the scope of work.

If the sponsor expects equipment to be returned, contact the School of Graduate Studies and Research to facilitate removal from the University's inventory.

Facilities and Administrative (F&A) Costs

Facilities and Administrative Costs are expenses incurred in supporting research or other activities but not directly attributable to just one project. General categories include the cost of facilities, utilities, equipment, and University services such as purchasing, personnel, accounting, or computing. F&A is collected according to Federal regulations to offset the costs of the overall research enterprise, which includes the infrastructure required to maintain adherence to the many Federal and State grant or contract regulations. Current IUP Policy specifies that F&A is to be used, "….to support and encourage research."

Neither IUP nor the Research Institute set the F&A rate; instead, it is set by the U.S. Department of Health and Human Services. This rate must be applied to projects that allow for indirect costs at the federally negotiated rate. Also, waiving this rate can cause an auditable finding against IUP. IUP will only agree to reduce the F&A in truly extraordinary circumstances. There is a form on the Research Institute website for requesting such a reduction. This form should be submitted to the Dean of the School of Graduate Studies and Research, who will discuss the request with the Provost. Only the Provost and the President have the authority to reduce the F&A.

IUP will comply with granting agencies that require a reduced or waived rate.

The Research Institute and its personnel are paid exclusively from F&A. This is a legitimate expense for F&A and is an appropriate use of it. There is a five-year formal Affiliation Agreement that describes the amount of funds that the Research Institute will receive. After the Research Institute receives its annual payment, the net remaining F&A funds are distributed via a formula:

http://www.iup.edu/research/policies/default.aspx

Note that you, your Department, and your College will receive a portion of the F&A.

Hiring Project Personnel

There are several types of positions and appointments at IUP, and different offices are involved in creating/approving them. Contact the Research Institute to determine the most appropriate course of action to ensure your project hires are done correctly. You are responsible for arranging the appointment of faculty to externally funded positions. The academic department of the PI initiates the paperwork that often requires the approval of the College Dean's and Provost's offices. You must follow the policies of Human Resources which, in turn, are governed by the APSCUF (collective bargaining unit) guidelines for hiring faculty.

When hiring any new faculty please refer to the Faculty Hiring Procedures:

http://www.iup.edu/page.aspx?id=11765

One of the most common items in a grant proposal's budget is a 3-credit release from teaching. This is called an Alternate Work Equivalency (AWE). There is a defined procedure for requesting an AWE:

http://www.iup.edu/page.aspx?id=141851

Some things to consider when asking for an AWE:

- Research-funded assignments must be part of your base annual salary, that is, they are considered as part of the first 100% of your salary, not as overloads. This is required by PASSHE and Federal regulations. All faculty assignments to sponsored awards must be reflected in their workload.
- These are time-sensitive transactions treated as actual personnel appointments to the sponsored award. They are directly tied to the Time and Effort certification process, which is mandated by the Federal government.
- A request for an AWE must be made before the start of a term.

You can also request to be paid in the summer or winter terms, or during an intercession period to do research. Summer contracts are processed in a similar manner as an AWE, and the Research Institute Grant Accountant or your department can help you with this.

Intercession or winter term requests are paid as a Continuing Education/Center & Institute "CECI" contract. All CECI requests must be processed before the start date of the work for which you request to be paid. For example, if you wish to be paid for working over Spring Break, then the paperwork must be signed by your Dean and approved by the Provost's Office before the start of Spring Break. Failure to do so is likely to jeopardize your payment.

PASSHE has defined the maximum limits for additional compensation that faculty can receive, which you can find at:

http://www.iup.edu/research/policies/default.aspx

This Policy is quite generous! *You can increase your salary by up to 25% during the academic year and by 41.3% during the summer.* Receiving a large grant can be financially rewarding to you.

Staff Appointments

Human Resources coordinates the hiring of all staff, managers, administrators, and grant funded program coordinators, consistent with the university's hiring policies/procedures and collective bargaining agreements. Human Resources works closely with the Office of Social Equity when hiring all employees.
Prior to submitting a grant proposal:

- Provide a description of responsibilities to a classification manager in Human Resources who will classify the position.
- Use the entry-level salary in the grant proposal.

While there are several unions and collective bargaining agreements in place at IUP, most grant-funded staff positions are governed by one of two unions. Grant-funded Program Coordinators are represented by SCUPA (State College and University Professional Association) while AFSCME (American Federation of State, County and Municipal Employees) represents support staff such as secretaries, laboratory assistants, and typists.

You are responsible for complying with all articles of the collective bargaining agreements. Information about these articles may be found in the bargaining agreements or from Human Resources.

The Research Institute has a limited ability to hire personnel and the total number of employees is restricted based on its 501(c)(3) status. Contact the Research Institute if you wish to hire personnel that will be employed by the Research Institute.

Grant Funded Program Coordinators

Grant-funded Program Coordinators, as temporary positions, are the equivalent of State University Administrators. Professional positions wholly funded by grant money can be classified as Grant Funded Program Coordinators. These are considered to be <u>temporary positions</u> that are held only for the term of the grant and its renewal. There is no expectation that these positions will be converted to University-funded positions.

Clerical Support

If grant-funded AFSCME positions are not continued because the grant is not renewed, and if an employee has been hired for one year or more, then the employee holds furlough/bumping rights to other positions. The PI contacts the Office of Human Resources as soon as notice is received that the grant will not be continued. The Office of Human Resources is responsible for notifying AFSCME, the employee, and preparing all correspondence regarding furlough/bumping rights.

Below is a table that summarizes the contract provisions and termination of various types of employees:

Contract Provisions for Termination/Alteration of Grant-Funded Employment

	SCUPA	AFSCME	Managers	APSCUF (grant funded)
Termination Notice	60 days	- 30 days' notice to union - 2 weeks' notice to employee	2 weeks' notice	2 weeks' notice
Salary Increases/ Decreases	If grant funds sequestered, can recalculate salary and move end date			- If grant/contract continuous for 15 or more years, employee must get salary step - If grant/contract continuous for less than 15 years, can be re-hired at any step
Other Rights		If employed more than one year, employee has bumping rights.		

Student Employees (hourly wages)

You are encouraged to include student employees in your budget because this advances the educational mission of IUP. When hiring student employees, please refer to the information on the Payroll Services website:

http://www.iup.edu/payroll/default.aspx

Federal Work Study funds cannot be used to hire student employees on a grant.

Graduate Assistantships

You are encouraged to include graduate assistantships in your budget because this advances the educational role of IUP. You can find information about assistantships here:

http://www.iup.edu/graduatestudies/assistantships/default.aspx

Purchasing Goods and Services

For grant funds managed by Grants & Special Funds Accounting, Procurement Services at IUP assists with acquiring all equipment, supplies and services and in complying with Commonwealth Procurement laws, all PASSHE and University Policies, and regulations related to such acquisitions. Their website is:

http://www.iup.edu/procurement/default.aspx

For grant funds located at the Research Institute, please discuss purchases beforehand with your Grant and Contract Specialist.

In either case, you may not be allowed to purchase whatever you wish. Granting agencies often put restrictions on purchases. For example, the 'Buy American Act' requires Federal grantees to only buy from American companies. This underscores the importance of developing a sound and well thought out budget before submission.

Purchasing of goods and/or services will be discussed with you at the "Award kick-off" meeting.

Travel Procedures

Please be aware that traveling on grant funds is very different than traveling on University funds. For example, several Federal grants stipulate, through adherence to the 'Fly America Act', that only U.S. airlines can be used for flying. Check with your Grant and Contract Specialist before you purchase tickets.
Both PASSHE and the U.S. Federal Government Services Agency have defined per diem rates that are used to determine reimbursement for travel expenses, and you can find the PASSHE regulations here:

http://www.iup.edu/travel/default.aspx

Please see your Grant and Contract Specialist to learn about the U.S. Federal Government Services Agency travel rates. If you have a Smartphone, you can download a free application ("Per Diem") that lists U.S. Government Services Agency rates for meals and hotels by U.S. city.

International Travel and Export Control

Export control regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade. Export controls usually arise for one or more of the following reasons:

- The nature of the export has actual or potential military applications or economic protection issues.

- Government concerns about the destination country, organization, or individual.
- Government concerns about the declared or suspected end use or the end user of the export.

In 2012, the Office of the Chancellor in PASSHE enacted a procedure entitled, "Compliance with United States Export Control Laws[2]". This new procedure specifies that, "*Any individual intending to travel with or transmit/ship controlled items outside of the U.S. (or to foreign nationals) should first consult with the appropriate University office to determine if there are any export control issues or requirements.*"

In compliance with this procedure, you must submit an International Travel Questionnaire, with signatures, to the IUP Travel Officer prior to international travel. The Questionnaire must be received at least 21 calendar days prior to the travel dates to allow sufficient time for obtaining appropriate licensing if required.

For more information:

http://www.iup.edu/page.aspx?id=96772

Miscellaneous Contractual Services

Many funded projects include monies for meetings, workshops, and conferences. These offerings may require facilities, lodging, meals or refreshments, and other services that result in a well-planned event. Contact your Grant and Contract Specialist for details on how to access these services.

Compliance and Regulatory Issues

When the University or the Research Institute accepts external funds, we agree to comply with all Federal regulations and guidelines, including, but not limited to, the following:

Expenditure of Public Funds

In 2010, PASSHE enacted a Policy on the expenditure of public funds. This Policy applies to any grant funds residing at IUP, and it covers the use of public funds for business meetings, food, ceremonies, retreats, receptions, workshops, training, and other such functions.

http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Expenditures%20of%20Public%20Funds,%20Guidelines,%20Standards,%20and%20Limits.pdf

[2] http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Compliance%20with%20US%20Export%20Control%20Laws.pdf

Animal Care

All research and teaching involving the use of vertebrate animals must be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC) prior to the procurement or use of the animals. Certain projects require continuing review and continuation of funding could be affected. For further information or to obtain an IACUC Review Protocol Form, visit this site:

http://www.iup.edu/research/resources/default.aspx

Biosafety

Federal law mandates that the University ensures the proper handling and disposal of chemicals, hazardous waste, and other biohazardous materials. If you have any questions about biosafety, please immediately alert the university hygienist at 724-357-5705.

Conflict of Interest

State and Federal law mandates that universities have a policy in place to assure that the personal financial holdings of personnel working on sponsored projects do not give the appearance of influencing the outcomes of the sponsored research. University Policy requires that project personnel make periodic disclosures of any significant financial interests related to the research project. You can read the University Policy here:

http://www.iup.edu/research/policies/default.aspx

Your Grant and Contract Specialist can help you with accessing the form and related materials.

Human Subjects

Doing research on human subjects is a very special activity because it involves experiments with people. Federal law mandates that any such experiments, such as surveys, must be reviewed and approved ahead of time. The Institutional Review Board (IRB) reviews all research protocols before the project begins. Certain projects require continuing review and continuation of funding could be affected. For more information including training opportunities, see:

http://www.iup.edu/irb/default.aspx

Lobbying

Federal law prohibits the use of federally appropriated funds for lobbying the executive or legislative branches of the federal government.

Recombinant DNA

Federal regulations require that universities conducting or sponsoring recombinant DNA research be responsible for ensuring the safe conduct of experiments. Recombinant DNA molecules are defined as molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell. For further information on the reporting and review system, contact the Dean of the School of Graduate Studies and Research.

Research Misconduct

IUP has a Policy for Responding to Allegations of Research Misconduct that adheres to federal regulations regarding Research Misconduct. This Policy for responding to allegations of research misconduct governs research conducted by IUP faculty, managers, administrators, staff, and students, defines misconduct in research, and establishes procedures for conducting an inquiry and, if necessary, an investigation into any allegation of possible misconduct. The policy also protects the integrity of the University's research mission.

Research Misconduct is taken very seriously at IUP:

http://www.iup.edu/research/policies/default.aspx

Responsible Conduct of Research

The National Science Foundation requires institutions, at the time of proposal submission, to certify that they have programs in place to promote "responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."
Note that these types of employees must have this training before they are hired, and the National Science Foundation can withdraw its funding if this is not adhered to. IUP offers online training on the responsible conduct of research for faculty, staff, and students through the Collaborative Institutional Training Initiative (CITI). The CITI Program includes training and modules for the following:

- Basic courses in the protection of human research subjects (IRB)
- Biomedical focus
- Social and behavioral focus
- Refresher courses
- Good Clinical Practice course
- Health Information Privacy and Security course
- Laboratory Animal Welfare courses
- Responsible Conduct of Research

You can access this training here:
http://www.iup.edu/page.aspx?id=93408

Technology Transfer

Technology transfer and commercialization services are offered for faculty, students, and staff of the University through a cooperative effort with the Pennsylvania State System of Higher Education and the Penn State Research Foundation. Technology transfer is the process of transferring scientific findings from one organization to another for the purpose of further development and commercialization.

The process typically includes

- Identifying new technologies.
- Protecting technologies through patents and copyrights.
- Forming development and commercialization strategies such as marketing and licensing to existing private sector companies.

Guidance and resources for student intellectual property**,** both academic and work related, are also available, including helpful guidance for student-business projects. For more information, see:

http://www.iup.edu/page.aspx?id=86754

Concluding Thoughts

Getting a grant or contract is a challenging and rewarding experience. It can also seem frustrating to a new PI, with seemingly miles of 'red tape' and surprising responses to questions that seem perfectly reasonable to you. Both IUP and the Research Institute strive to make the job of managing your grant or contract as easy as possible. You can help by recognizing that the staff at IUP and at the Research Institute are experts who receive ongoing education for the express purpose of staying current with the ever changing Federal and State regulations. While you are the subject matter expert, the IUP and Research Institute staff are the regulation experts. By working together and respecting each other's expertise, this can be a great experience!

Contact Information

IUP Research Institute

1179 Grant Street, Suite 1
Indiana, PA 15701
Phone: 724-357-2223
Fax: 724-357-7697
http://www.iup.edu/researchinstitute/

School of Graduate Studies and Research

Stright Hall, Room 101
210 South Tenth Street
Indiana, PA 15705-1048
Phone: 724-357-2244
Fax: 724-357-4862
http://www.iup.edu/graduatestudies/

Human Resources Office
Sutton Hall, Room G8
1011 South Drive
Indiana, PA 15705
Phone: 724-357-2431
Fax: 724-357-2685
http://www.iup.edu/humanresources/

Financial Operations Office—
Grants and Special Funds Accounting
Clark Hall, B18
1090 South Drive
Indiana, PA 15705
Phone: 724-357-5567
Fax: 724-357-3026
http://www.iup.edu/page.aspx?id=15155

Procurement Services
Robertshaw Building
650 South Thirteenth Street
Indiana, PA 15705
Phone: 724-357-3077
Fax: 724-357-2670
http://www.iup.edu/procurement/

Indiana University of Pennsylvania

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