

Policies and Procedures

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1. POLICY

In addition to reviewing proposals for regulatory compliance, the University also requires review of proposals to ensure that requested University resources will be available for the proposed project and that appropriate contracts are in place for any subcontractors, as outlined in the [“Checklist of Project Elements Requiring Special Review and Approval”](#) and as below:

- If the project will require a reduction in current course load for the Principal Investigator or any of co-investigators (release time), the Principal Investigator shall contact the appropriate dean(s) or department chair(s) to obtain approval.
- If the project will require a commitment of facilities/space in addition to what is currently available, the Principal Investigator shall contact the appropriate dean(s) or department chair(s) to obtain approval.
- If the project will require any alterations to existing facilities, the Principal Investigator shall contact the appropriate dean(s) or department chair(s) to obtain approval.
- If the project will require any capital equipment purchases, the Principal Investigator shall contact the appropriate dean(s) or department chair(s) to obtain approval.
- University approval is required for all proposals that commit the University to sharing the cost of the research or matching the sponsor’s contributions. If a Principal Investigator’s project will require any cost sharing or matching funds from the University, the Principal Investigator shall contact the person who is authorized to commit funds to a project for the department. This person may be the dean, director, or provost. The Principal Investigator shall Contact the dean, chair, or Sponsored Programs Administration to determine who is the authorized official for the department. At the time of award, Principal Investigators shall provide a University fund/organization number for all cost sharing or matching on the CU budget form in order to set up the grant fund. The individual authorized to approve cost share must sign the Proposal Routing Form under the “Special Review Checklist” section.
- If the project will involve participation of any outside individuals or organizations under subcontracts or consortia agreements, University approval is required. If Creighton will be the primary contractor, the Principal Investigator shall obtain signed statements of intent from all subcontractors. If Creighton will be a subcontractor, the Principal

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Investigator shall provide a signed letter of intent to the primary contractor. Only a contracting officer of the University is authorized to officially bind the University in a contract or agreement, and the signature of a contracting officer is required on all contracts and agreements. Sponsored Programs Administration shall obtain this signature.

2. COMMITMENT OF TIME

Investigators shall keep track of how much time they have committed to grant and contract work in terms of percent of effort and inform their chairs of such commitments of time. The investigator must account for all commitments of time, whether or not he or she is paid for the percent of effort contributed. The total percent of effort committed to grants or contracts (including research and service projects), teaching, and administration must not exceed 100%. All Federal and state grants require effort to be tracked and reported to the sponsor. See Creighton University Accounting Services' Office Policy CAPL 06, "[Personnel Activity Reporting](#)."