

CHAPTER 7 – RESEARCH

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Chapter 7 was updated and approved by the Faculty Senate and Provost on 11/6/18.

CHAPTER 7 - RESEARCH

The [Office of Sponsored Programs](#) (OSP) at Salisbury University is the administrative unit for all matters related to extramural funding, research compliance, intellectual property and technology transfer. All questions and issues related to these topics at Salisbury University should be directed to this office as an initial contact. The OSP will either assist directly with addressing questions and concerns or you will be directed to the most appropriate person or administrative unit for further direction and assistance. The [OSP](#) runs several programs to support research including internal grant and compliance.

ESTABLISHMENT AND REVIEW OF CENTERS AND INSTITUTES [\(BOR IV-1.00\)](#)

- Centers and institutes at Salisbury University facilitate teaching, research and service and are designed to activate and enhance the mission of the University. Unlike projects and grants, which are more limited in nature, centers and institutes, are generally created with a continuing mission.
- Centers and institutes are accountable to the University through the appropriate structures each serves. At the time of initiation, each center or institute provides a mission statement specifying goals, operational structure, financial provisions (budget, sources, management), space needs, and accountability/evaluation plans to appropriate deans or directors who seek the approval of the provost. A copy of the approved mission statement is filed with the provost.
- Regular center or institute reports are provided to the dean or director who conducts a periodic review of the center or institute.
- Each center and institute must comply with Salisbury University's policies related to operation, personnel and finances.
- As of September 2019, the following centers and institutes are operating at Salisbury University.

| Name | Mission | Unit located within |
|--|---|---------------------------------------|
| Bosserman Center for Conflict Resolution | Handling conflict resolution. | Academic Affairs |
| Business, Economic, and Community Outreach Network (BEACON) | Offering a variety of business, economic, enterprise and community development consulting services to a variety of clients. | Perdue School of Business |
| Center for Applied Mathematics and Science | Involving students in solving problems from business and industry. | Henson School of Science & Technology |
| Center for Extended and Lifelong Learning | Connects the community and the University in two ways. First, through professional and leadership development programs. Second, through an array of enriching lifelong learning programs covering a variety of interests. | Graduate Studies & Research |
| Child and Adolescent Behavioral Health Education Initiative (CABHEI) | Seeks to enhance the capacity of professionals from multiple disciplines to promote the mental health and resiliency of children and adolescents residing in rural locales. Through training and enrichment activities, CABHEI promotes a greater understanding of the role all healthcare providers and educators have in ensuring that rurally located children and adolescents receive quality care. | College of Health & Human Services |
| Eastern Shore Regional GIS Cooperative (ESRGC) | Provides geographic information systems (GIS) support and training and data visualization to a wide array of agencies at the local, state, and federal level. | Henson School of Science & Technology |
| Eastern Shore Small Business Development Center | Providing small business counseling and training for the eight counties of the Eastern Shore. | Perdue School of Business |
| Henson Medical Simulation Center | Provides high-quality, life-like simulation experiences for students and community professionals across diverse health care and non-health care fields. The center is designed to | College of Health & Human Services |

| Name | Mission | Unit located within |
|--|--|-------------------------------|
| | be a “safe space” for learners to practice, make mistakes, and refine clinical judgement and decision-making skills. | |
| Institute for Public Affairs and Civic Engagement (PACE) | Sponsors the Presidential Citizen Scholar Program, internships with local governments and non-profit organizations, projects that involve students in addressing local and regional governmental concerns, student-staff citizen opinion surveys for regional clients, and lectures. | Fulton School of Liberal Arts |
| Lower Shore Child Care Resource Center | Providing referrals for childcare and resources and training to child care provider. | Seidel School of Education |
| May Literacy Lab | Providing literacy tutoring for community members. | Seidel School of Education |
| Nabb Research Center for Delmarva History & Culture | Preserving the history and culture of the Maryland, Delaware, and Virginia region. | Library |

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SOLICITATION AND ACCEPTANCE OF SPONSORED PROJECTS [\(BOR IV-2.00\)](#)

1. The Office of Sponsored Programs (OSP) has responsibility for grants administration and works with administrators and faculty interested in securing federal, state or private funds for projects requiring outside support.
2. Administrators and/or faculty initiate, conceive and develop proposals for prospective grants and awards. All proposals for specific sponsored projects shall be reviewed by institution personnel for consistency with all University System and institutional policies, for appropriateness to the mission of the institution, for liability assessment, and for program conduct and support by relevant department chairs and deans and the provost. Where grant proposals require University financial or other support, proposal initiators need to secure necessary support from appropriate offices.
3. Grant applications should be submitted to the OSP at least two (2) weeks before the day of final submission to allow for appropriate review. The office recommends that all who are involved in proposal writing should submit preliminary budgets when they are first developed and well in advance of complete proposal submission. This will ensure assistance from the office in necessary budget review and possible revision.
4. Each grant application and contract agreement requires a completed Internal Review Form **completed electronically via KUALI**. Once administrative review and approval for a proposal or contract are complete, the OSP will have the final proposal submitted to the granting agency either via U.S. Mail, other document delivery service, or electronically.
5. OSP will work with grant and award recipients to help them fulfill administrative requirements and to ensure that the provisions of the grant or contract are completed. The office also notifies the Office of Administration and Finance of grant approval so that accounting and fiscal records can be established, funds augmented to appropriate accounts or expended locally in accordance with current regulations, restrictions and grant agreements.
6. OSP maintains files of guidelines, general information, application forms and other materials related to grant programs sponsored by many federal, state and local agencies.
7. OSP annually submits a summary of sponsored project activity to the USM Chancellor. The content and format of the report is determined by the University System of Maryland Office and includes, at a minimum, the number of awards and their dollar value.
8. The OSP provides a helpful matrix of [Roles and Responsibilities](#) related to sponsored projects.
9. Only the President, Provost, and Vice President of Administration & Finance may sign-off on grant proposals, contracts, memoranda of understanding, agreements, and other legal documents on behalf of the University.
10. The essential criteria for [employee eligibility to serve as a PI](#) are possession of the necessary academic or professional qualifications and the ability to carry out a proposed activity, including the facilities, in full compliance with all applicable federal, state and local regulations. In order to submit a proposal for funding or submit a protocol to the Institutional Review

Board (IRB) or Institutional Animal Care & Use Committee (IACUC), an employee must have PI status. PI status is automatically granted to the following: tenured or tenure-track SU faculty, including emeriti; full-time non-tenure track faculty; full-time clinical faculty; senior administrative staff with appointments as director (or equivalent) and responsibility for the direct, independent design and management of projects.

Note: See [Appendix J](#) in this handbook for information regarding Salisbury University Foundation grants.

Amended August 2003 – BOR
Revised and Approved by Provost's Office on August 2003
Revised and Approved by Grant's Office on August 2003

HUMAN SUBJECTS RESEARCH ([BOR IV-2.10](#))

In the matter of research involving human subjects, Salisbury University operates under [BOR IV - 2.10 UNIVERSITY SYSTEM OF MARYLAND POLICY HUMAN SUBJECTS OF RESEARCH](#). **Note:** Application for review and approval can be obtained from the [SU Institutional Review Board](#).

Approved by BOR April 25, 1991
Revised June 2006
Amended April 12, 2013

CLASSIFIED AND PROPRIETARY WORK [BOR IV-2.20](#)

In the matter of classified and proprietary work, Salisbury University operates under [BOR IV - 2.20 UNIVERSITY SYSTEM OF MARYLAND POLICY ON CLASSIFIED AND PROPRIETARY WORK](#).

INTELLECTUAL PROPERTY (SU/[BOR IV-3.20](#))

(This policy replaces the [Policies on Patents \(IV – 3.00\)](#) and [Copyrights \(IV- 3.10\)](#).)

In the matter of classified and proprietary work, Salisbury University operates under [BOR IV - 3.20 UNIVERSITY SYSTEM OF MARYLAND POLICY ON INTELLECTUAL PROPERTY](#). See [BOR IV - 3.00 UNIVERSITY SYSTEM OF MARYLAND POLICY ON PATENTS](#) for intellectual property disclosures made before July 1, 2002.

TECHNOLOGY-MEDIATED INSTRUCTIONAL MATERIAL

Section V, Intellectual Property, shall apply to any materials that may be considered to be technology-mediated instructional materials.

ADMINISTRATION

University Implementation.

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Approved by the following committees and individuals:

1. Faculty Senate – March 2002
2. Provost – July 2002
3. President – July 2002
4. Board of Regents – July 2002, Amended February 2009
5. Revised May 2009 per Dr. Tardiff
6. Revised November 2009 per Alice Bahr
7. Amended by the BOR, June 21, 2019