FACULTY RESEARCH GRANTS

GENERAL CONDITIONS

1. The conduct of your research project must comply with all existing rules and regulations of Misericordia University regarding personnel, personal conduct and record keeping. Immediately after an award, the principal investigator will be required to contact Controller Ron Hromisin to set up an account and budget.

2. The monies available are to be used for these time-limited research projects. They should not be construed as long-term institutional commitments for continuing support of your project from the general operating budget or any future grants program.

3. All research projects must avoid duplication of other projects and/or programs at Misericordia University. To this end, when it appears that other units of the University will be affected (ESPECIALLY academic affairs or information technology) you must confer with these areas to ensure that your project and needs are made known to that unit and that your research project fits within the work plan and resource availabilities of the other unit. You may be requested to submit evidence of due diligence in regard to avoidance of duplication, and communication with an affected administrative or academic unit before work on the project may begin and funds distributed. For example, if you have written into your project the use of student subjects, Institutional Review Board approval may be required prior to approval of the research project.

4. In some cases issues of space requirements and insurance must be resolved before beginning a research project. You will be notified when this is the case.

5. Failure to secure necessary supporting documentation (such as mid-point reports and/or receipts), renders the grant null and void and Misericordia University will not be held responsible for any financial commitments you make.

6. Project evaluation must take place as presented in your proposal. A mid-point and final evaluation must be submitted. The mid-point evaluation is due six months from the date of the award notice. Final evaluation is due within 30 days post project completion or 30 days after the published end of yearly program date. Failure to submit reports in a timely manner may jeopardize future funding of internally supported projects. Project extension can be requested when unusual or unexpected delays occur. This request is to be made to the Vice President of Academic Affairs. If necessary, the faculty research grants committee will be convened to review the request.

7. For projects with technology components, including web related activities, principal investigators must contact IT director, Val Apanovich before funds will be released.
8. Funds approved for the purchase of specific equipment (e.g. video recorders, cameras, laptops, lab equipment, etc.) renders the items purchased the property of Misericordia University and not the individual. Consequently, all such equipment must be logged in with IT Director, Val Apanovich, inventoried and made available for use by others (faculty, staff and students) once the research project is complete. Location and storage of said equipment will be the decision of Mr. Apanovich in collaboration with academic affairs and not the grantee.

9. Research projects involving funds for personnel such as faculty release time, staff salary, student research assistants must use funds as specified in the application. Requests for changes in funding for personnel must be approved prior to expenditure of funds. These requests will be made to the Vice president of Academic Affairs who will consult with department chairs/program directors and college deans (when necessary) to seek approval for the requested change. The VPAA will then record the change in the original application.

10. Research projects which result in publication and/or presentation must include statements acknowledging the funding provided by Misericordia University’s Faculty Research Grant Program.

11. Principal investigators whose research projects include travel with students should consult with Tom Kane to assure that the university insurance policies cover the student(s) during the period of travel.

12. The university reserves the right to request presentation of the outcomes of the project to specific interested audiences.

13. Faculty members who participate in the program and who accept funds for adjunct salary are limited to teaching no more three courses or nine credits.