

# **FACULTY RESEARCH GRANTS**

## **GENERAL CONDITIONS**

1. The conduct of your research project must comply with all existing rules and regulations of Misericordia University regarding IRB, personnel, personal conduct and record keeping. (Failure to submit necessary documentation could render the grant null and void.)
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 final 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 final report must be submitted. The final report is due within 30 days post project completion or 30 days after the published grant completion date. Failure to submit reports in a timely manner may jeopardize future funding of internally supported projects.
7. Project extension can be requested when unusual or unexpected delays occur. This request is to be made to the Vice President of Academic Affairs and the Faculty Research Grant Committee, in the form of a letter. Extension requests should state in detail why the project was not finished on time and a new completion date (not to exceed 1 year). The Vice President of Academic Affairs and Faculty Research Grant Committee will review the request. The Vice

President of Academic Affairs will send a letter either approving or denying the request. In some specific cases the faculty member may request a change to the approved project. The faculty member will submit a detailed written request to the committee for consideration to complete a different project.

8. For projects with technology components, including web related activities, principal investigators must contact IT director before funds will be released.
9. 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, 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 the IT Director in collaboration with academic affairs and not the grantee.
10. Research projects involving funds for personnel such as faculty release time, staff salary, student research assistants must use funds as specified in the application. Any changes in funding must be approved prior to expenditure of funds. These requests will be made to the Faculty Research Grant committee and 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. Once approved the change will be recorded in the original application.
11. Research projects which result in publication and/or presentation must include statements acknowledging the funding provided by Misericordia University's Faculty Research Grant Program.
12. Principal investigators whose research projects include travel with students should consult with the appropriate departments to assure that the university insurance policies cover the student(s) during the period of travel.
13. The university reserves the right to request presentation of the outcomes of the project to specific interested audiences.
14. 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.