BOSTON COLLEGE

Principal Investigator's

HANDBOOK

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INTRODUCTION

PREFACE

The Office for Sponsored Programs' (OSP) was created to support the research endeavors of the BC community. Its mission is not only to provide excellent service to those members of the University community involved in the application for and administration of sponsored projects, but to support the University's goals which ultimately increase the level of sponsored project funding. OSP works to protect the University's interests and ensures compliance with the sponsored project requirements. In performing its functions, OSP works closely with faculty, department chairs and administrators, as well as a number of other University administrative offices and serves as the prime contact point for sponsors and subrecipients on the business and compliance related issues associated with sponsored projects.

As Boston College continues to grow and strengthen its research in this difficult funding and regulatory environment, it is all the more important to have a document reflective of these changes. This *PI Handbook* was designed to provide an overview and general guidance to faculty and administrators on the process of obtaining funding, administering sponsored projects through closeout.

As you use it in the course of performing or administering sponsored projects, we would appreciate any comments or suggestions you would care to make in order to make the *Handbook* as useful as possible.

Sharon Comvalius-Goddard
Director
Office for Sponsored Programs

SECTION I: SPONSORED PROJECTS - BASIC CONSIDERATIONS

Sponsored research is defined as projects funded by an external source to support research, training/instruction, and other types of projects. The award or agreement is between the sponsor and the University and not a department or an individual. It represents an exchange transaction where each party receives commensurate value. Sponsorship may involve funds, materials, other forms of compensation, or exchanges of in-kind efforts from sources external to Boston College under awards or agreements which contain a specific Scope of Work and *any one of the following criteria*:

- A line item budget detailing expenses by major costs categories specifying activity, function,
- and project period.
- Financial and technical reports are required, both of which are subject to audit.
- The sponsor defines a period of performance during which funds may be used. Depending on the award mechanism and the terms of the award, unused funds may have to be returned to the sponsor.
- The award or agreement provides for the disposition of either tangible or intangible property which may result from the project. Tangible properties include equipment, records, formal activity reports, theses or dissertations. Intangible properties include rights in data, copyrights, or inventions or research related materials

In accordance with OMB's Uniform Guidance – 2 CFR 200 sponsored projects fall within three major categories: Research, Training and Other. Examples of the "Other" category are: curriculum development, conferences, public services, art exhibitions, and equipment awards. Sponsors of those activities include the Federal government, state and local governments, foundations, international organizations, research institutes, and corporations. These organizations fund sponsored projects through a variety of mechanisms such as contracts, grants, letter agreements, purchase orders, cooperative agreements, and a variety of awards that fall under the general rubric of subcontracts.

Another class of awards is gifts. OSP is not responsible for gifts or other unrestricted funds that fall within the purview of the Advancement Office. The following definitions of a sponsored project and a gift are pertinent to clarifying the distinction between the types of funding handled by OSP and the Advancement Office:

> "Gifts are defined as funds provided without conditions. It is a contribution to the university with no exchange transaction in that there are no reporting requirements, and no specific time period associated with the gift. Gifts maybe given to support a specific project, but will not have conditions associated with a sponsored project."

The provisional Gift vs Grant policy may be found at:
http://www.bc.edu/research/vpr/policies/gift-grant.html

PRINCIPAL INVESTIGATORS

The Principal Investigator (PI) holds a number of responsibilities related to sponsored projects, the core of which is conducting the work for which external funding has been received. In addition to meeting technical requirements on a sponsored project, the PI also has administrative responsibilities such as assuring that expenditures are made for the intended purpose of the project and in accordance with sponsor requirements and University policy. The technical requirements involve submitting timely periodic and final narrative reports on the progress of the project and overseeing others who may contribute to the project, including University employees, consultants, and subcontractors. The PI must ensure individuals paid from their sponsored project are in compliance with the University Time and Effort reporting policy.

As previously stated, sponsored projects are legal agreements between a sponsor and the University. As such, in order for the University to fulfill its responsibilities under sponsored agreements, it is necessary for the PI to have an appropriate appointment at the University. This appointment provides a level of assurance that PI's are acting under the auspices of Boston College.

In July 1993, the following guidelines were established and distributed to provide guidance by which the qualifications for PI status are established.

   a. Regular term faculty of the following ranks: Professor, Associate Professor, Assistant Professor and Instructor.
   b. Full-time research staff in research institutes or departments as may be specifically approved in writing by the appropriate Dean or academic administrator to whom they report.
   c. Retired, adjunct and visiting faculty and others on an exceptional basis, provided that space is available and each sponsored project is approved in writing by the Department Chair, Dean, and Provost.
   d. Individuals whose appointments fall within category "c" above may serve as Co-Principal Investigators (Co-PI) with the approval of the appropriate Dean provided another Co-PI is named to the project who falls within category "a" above. During the life of the project, if the regular term faculty Co-PI is unable to oversee the project to its completion, another regular term faculty Co-PI must be named and approval of the sponsor must be sought immediately.

Questions concerning the foregoing guidelines may be addressed to the Director, of the Office for Sponsored Programs. The Provost has assigned OSP the responsibility for ensuring compliance with these guidelines.

ORGANIZATION OF SPONSORED PROJECTS

To assist Boston College faculty and staff in the identification and administration of sponsored research support, the Office for Sponsored Programs works with a number of other University offices to provide timely and effective service. The general responsibility for administering sponsored projects is distributed as follows:

OFFICE FOR SPONSORED PROGRAMS

The OSP Pre Award staff assists faculty in finding sources of external funding for their projects, provides advice in the development of proposals in order that they meet potential sponsor requirements, reviews and approves proposals for submission to sponsors, negotiates the terms and conditions of funding awards, establishes sponsored project accounts. Pre-Award also interacts with sponsors in general award administration, prepares various administrative reports to sponsors, coordinates the university's efforts in most sponsor-initiated compliance requirements, and has University signature authority for proposals and awards. Other activities are noted below in the description of OSP's interaction with others.

The OSP Post Award staff approves expenditures and coordinates among University administrative offices, Principal Investigators and Grant Administrators all accounting and fiscal matters relating to sponsored projects. OSP Post Award is responsible for preparing and submitting all financial reports, including billing/invoicing as required by the sponsoring agency. It also applies received payments and issues refunds on projects, as well as coordinates all audits performed by the University's independent auditors, Federal agencies, and other sponsoring agencies.

DEPARTMENT ADMINISTRATORS & SERVICE CENTERS

Administrators located in academic departments and/or Service Centers assist faculty in the process of submitting proposals and in the financial administration of awards. They are the prime locus of responsibility for day-to-day administrative support for sponsored projects. Included in financial administration are such functions as appropriately charging expenses to sponsored project budgets, purchasing supplies and materials, and coordinating personnel matters to ensure that faculty and graduate students' efforts are properly recorded and allocated to sponsored project accounts.

OFFICE FOR RESEARCH PROTECTIONS

Institutional Animal Care and Use Committee (IACUC)

The IACUC is committed to the humane care and use of laboratory animals. The IACUC has oversight of all animal use in research, testing and teaching. It is the responsibility of the IACUC to ensure that all work performed with research laboratory animals used at BC complies with applicable federal, state, and institutional laws, policies and guidelines. The committee ensures that the federal laws enforced by the United States Department of Agriculture, are being followed. This committee includes as its members representatives from the academic departments in which research on animals is performed, a consulting veterinarian, and a representative member of the surrounding community. It reviews and approves protocols submitted by faculty who wish to use animals in their research, conducts inspections of the animal care facility, and makes recommendations to the University administration on changes and improvements that may be necessary in order to provide optimal and humane care of the animals in the facility. A representative from OSP participates in the committee's meetings.

http://www.bc.edu/research/oric/animal/iacuc.html

You can contact the Office for Research Protections at 2-4778 for further information.

Institutional Review Board (IRB)

This body is also known as the "Human Subjects Committee." The IRB office facilitates the review of protocols in accordance with federal, state and local regulations, university policies, and ethical standards. The committee is composed of faculty members from various departments. Its prime responsibility is to review and approve protocols submitted by faculty who intend to use humans as subjects in their research, and to provide guidance regarding human subject protection requirements. The IRB has authority to review and approve or disapprove research activities involving human subjects conducted by faculty, staff or students. Protocols can be submitted electronically through Cyber IRB.
Policies and Procedures: http://www.bc.edu/research/office-for-research-protections/policy.html

Cyber IRB: http://www.bc.edu/research/office-for-research-protections/cyberirb.html

You can contact the Office for Research Protections at 2-4778 for further information.

OFFICE FOR RESEARCH INTEGRITY AND COMPLIANCE

Research Scholarship and Integrity Program

This program is responsible for the training of all PhD and Masters level students in the responsible conduct of research. The goal of the program is to familiarize students and postdoctoral fellows with good research and scholarly practices. The program is offered twice a semester.

Misconduct

The University's policy is titled *Ethical Conduct of Research and Research Misconduct.* All investigations of misconduct are conducted in accordance with that policy as well as applicable sponsor policies. The Vice Provost for Research is the Institutional Official responsible for overseeing all misconduct inquiries and investigations.

Conflict of Interest

Financial Conflict of Interest (FCOI) can occur when personal financial interests are held in a company or other entity that could possibly benefit from the research results of a sponsored project. For this reason a FCOI form must be completed per proposal submitted for funding via the Proposal Transmittal Form which is routed electronically for approval.

Export Control

The U.S. government regulates the transfer of information, commodities, technology and software considered to be strategically important to the U.S. in the interest of national security, economic and/or foreign policy concerns. There is a network of federal agencies and inter-related regulations that govern exports collectively referred to as "Export Controls." In short, Export Controls regulate the shipment or transfer, by whatever means, of controlled items, software, technology, or services out of the U.S. Any technology, information, or know how that will be taken or transmitted outside of the United States are subject to export control laws, regulations and policies. This also includes "deemed exports" which includes transfers of information, data, and technology to foreign citizens visiting the University. Applicable export

control laws, regulations and policies do not apply to sponsored projects only. They apply to everyone in the BC community. For sponsored projects, the PI needs to submit a Pre-award Export Control Checklist with your proposals in order to permit OSP and/or ORIC time to screen equipment and technology and foreign collaborators and contractors to determine whether or not an Export Control License is required.

OFFICE OF TECHNOLOGY TRANSFER AND LICENSING

In the course of their work, Boston College's faculty, researchers, and students may develop new technologies or make new discoveries. These discoveries may be intellectual property. When this is the case, patents, copyrights or trademarks can be used to protect the inventor's/discoverer's findings and Boston College's interest in them. The mission of the Office of Technology Transfer and Licensing (OTTL) is to also assist faculty and students in moving innovative ideas from the university into the marketplace for the benefit of society. It aids in the protection of intellectual property discovered and created by members of the BC community, supports faculty and students in commercializing their inventions and promotes innovation, entrepreneurship and industry collaboration.

The assignment of rights to intellectual property developed under sponsored projects is governed by the University's [Intellectual Property Policy](). Patents, copyrights, and the sharing of royalties accrued from patents and certain copyrights are covered by the *Intellectual Property Policy.*

Boston College is required by federal law and regulation to obtain the written agreement to its patent policy of all those individuals working on federally funded sponsored projects. Like most universities, Boston College has decided to require such an agreement on all sponsored projects irrespective of funding source. There are two reasons for that decision. First, the core principles governing the conduct of sponsored projects are the same no matter who provides the funds. Second, applying the policy to all sponsored projects achieves a desirable level of consistency and equity in the application of University policy to all investigators. The Agreement on Intellectual Property needs only to be signed once as it is kept on file at OTTL and pertains to all sponsored projects accepted by the University on behalf of the investigators in the future. In order to preserve the investigator's future rights, the University will not execute any agreement unless OSP has been assured that the investigator agrees to the terms and conditions of the agreement.

OTTL provides guidance and resources to assist Faculty and Staff in identifying, protecting, and commercializing innovations and works to engage the business community in the identification of innovations and faculty research programs.

OTTL Homepage: http://www.bc.edu/research/ottl/about_us.html

Documents and Links: http://www.bc.edu/research/ottl/about_us/Documents_and_Links.html

BIOSAFETY COMMITTEE

This committee oversees the safe conduct of research involving the use of hazardous biological agents, select agents in research and approves the use of such materials in specific projects. The committee ensures compliance with the National Institutes of Health(NIH) Guidelines and the Center for Disease Control and Prevention (CDC). It is composed of faculty representatives, a member of the Environmental Health and

Safety Office, and representatives from the surrounding community.   A member of the OSP staff attends each meeting of the Biosafety Committee.   **Gail Hall** is the contact person for this committee and can be reached at ext. 2-0300.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

OSP interacts with this office to the extent necessary to implement policies and procedures related to sponsored projects and the requirements sponsors may place on awards they fund at Boston College.

Information and additional links on biological, chemical and radiation safety as well the disposal of hazardous wastes can be found at the Safety website: http://www.bc.edu/research/oric/compliance/safety.html. It will also provide additional links to other resources outside of Boston College.

RADIATION SAFETY COMMITTEE

This committee oversees the use of radioactive materials in the conduct of research at the University. It also approves research protocols submitted by faculty members who wish to use radioactive materials in their work. Its members include faculty representatives, a member of the Environmental Health and Safety Office, and a representative from OSP.

Documents and Links: https://www.bc.edu/offices/publicsafety/ehs/radsafety.html

ADVANCEMENT OFFICE: CORPORATE AND FOUNDATION RELATIONS (CFR)

In addition to the foregoing, OSP works closely with CFR in finding sources of funding for activities of interest to members of the faculty and the University community. While it was noted in the Overview that the two offices had worked on defining their particular areas of responsibilities, it is also recognized that there are many situations that require the expertise both offices can provide. Members of OSP and CFR frequently consult jointly with faculty on finding appropriate sources of funding and review proposals collaboratively in appropriate situations.

The following are the list of foundations that CFR has established relationships with. As such, if you are interested in submitting a proposal to one of these foundations, you **must** contact CFR **before** initiating any contact.

Laura & John Arnold Foundation

Carnegie Corporation of New York

Annie E. Casey Foundation

Doris Duke Charitable Foundation

Ford Foundation

Bill & Melinda Gates Foundation

The William and Flora Hewlett Foundation

Robert Wood Johnson Foundation

W.K. Kellogg Foundation

Lilly Endowment

Henry Luce Foundation

MacArthur Foundation

Gordon and Betty Moore Foundation

Charles Stewart Mott Foundation

Oak Foundation

Open Society Foundations

Porticus North America

The Rockefeller Foundation

Alfred P. Sloan Foundation

Spencer Foundation

John Templeton Foundation

SECTION II: PRE - AWARD ACTIVITIES

FUNDING SOURCES

RESOURCES FOR IDENTIFYING SOURCES OF FUNDS

The most important step in looking for funding starts with the identification of the research area. The funding search is driven by the topic of research, or area of discipline identified by the faculty. Once they have been identified the search is further refined by the project itself. For example: Doing a search on "Biology" will yield hundreds of possible matches. If that search is further refined by searching on "biodiversity in the Amazon Basin", you will have results that are specifically targeted to your research area.

a. Funding Databases
   To provide help to faculty in locating funding sources for their research, OSP subscribes to the PIVOT database which provides the user with the ability to search for funding opportunities both nationally and internationally, as well as federal and non-federal sources. Based upon specific search criterion, faculty are able to have funding announcements emailed directly to them on a weekly basis. PIVOT also provides researchers the unique ability to look for collaborators both inside and out of the University. You can access this database from any BC connected computer. https://pivot.cos.com.

b. Grants.gov
   Grants.gov is the federal repository for all federal funding opportunities.   You can search for opportunities by agency, categories, eligibility and keywords. The link for the website is: http://www.grants.gov/web/grants/search-grants.html

c. Office of Corporate and Foundation Relations
   The Office of Corporate and Foundation Relations in the Development Office maintains a database called GrantScape which provides information on pre-screened private funding opportunities. Most of the opportunities listed are in the category of individual support and are for fellowships, travel grants, and residential fellowships. Further information may be obtained from Corporation and Foundation Relations.

d. O'Neill Library
   The O'Neill Library contains resources in both print and online formats to assist faculty in identifying sponsored project support. These resources can be found with the help of your subject specialist librarian or by consulting the Finding Funding page of the Libraries' Data Management Research Guide.

PRE-PROPOSAL ACTIVITIES

Initial Contact with Sponsors

Funding agencies have varying requirements for making initial contacts regarding funding of sponsored projects running from none at all, to those providing very strict guidelines. These guidelines frequently specify the exact requirements regarding the appropriate means of initial contact (e.g., by letter, telephone or brief pre-proposal).

Once these guidelines are understood, faculty should feel free to contact funding officers directly to discuss the scope of individual projects. In this way faculty can ask potential sponsors the kind of questions that will assist them in submitting the most competitive proposal possible. The sponsors' officers can, in turn, give valuable guidance and assistance to the faculty member in preparing the proposal according to the requirements of their organizations. Faculty should be sure to discuss contacts with corporations or private foundations in advance of proposal submission with Corporate and Foundation Relations.

In addition, OSP will assist faculty on specific issues regarding the submission of proposals. The OSP staff is knowledgeable of sponsor policies and can clarify key questions or problems well in advance of the proposal submission deadline. As a result, faculty are encouraged to notify OSP as soon as possible about their intention to submit a proposal to an external sponsor. For those faculty who are in departments supported by a service center or have grant administrators, they will coordinate activities with OSP in the submission of proposals.

Application Guidelines

Faculty should be sure to acquire the most recent version of sponsor guidelines from the sponsor's website, or directly from the sponsor. Care should be taken to closely follow application guidelines in preparing the proposal. Sponsors frequently spell out the requirements for their applications in very specific terms. These organizations can and do return proposals without a review if they do not conform to the directions given in the application guidelines supplied by them. Particular attention should be paid to all of the following in preparing the proposal:

1. the deadline date for submission of the proposal;
2. specifications on the typeface size and line-spacing (i.e., single or double spacing);
3. limitations placed on the length of CV's or other appendix materials;
4. page length and margins of the proposal;
5. certifications or assurances to be sent with proposal;
6. and the submission method, i.e., portals, email, or paper.

Any questions about the application process, required certifications, budgets, and other issues related to the submission process should be referred to OSP as soon as possible in the preparation of the proposal.

PROPOSAL PREPARATION

When an appropriate funding source has been identified, it is advisable for the PI to contact the sponsor directly to be sure that the proposed research topic is within the current scope of interests. This is very important in dealing with both public and private funding sources since direct contact with the sponsor may also help to answer questions about the project that may not be addressed in the printed materials.

PROPOSAL GUIDELINES

In preparing proposals for submission to external sponsors, faculty, staff, Postdocs, and graduate students should pay careful attention to the directions and information available in the program application materials provided by the sponsor. These application packages are often referred to by one of the following:

RFP -- Request for Proposals
RFA -- Request for Application
FOA –Funding Opportunity Announcement

The sponsor guidelines/instructions should be carefully followed. Page limits, typeface size and other restrictions are taken seriously by sponsoring organizations. Often sponsors request a letter of intent, or a preliminary or shorter proposal (3-5 pages) before asking for a complete final proposal. Take the same care and effort with pre-proposals as you would with the final proposal. The OSP Pre-award staff will assist in proposal review and explanation of proposal preparation requirements. They should be contacted as soon as you know you will be submitting a proposal. With large numbers of faculty developing proposals, the importance of notifying OSP as soon as possible of upcoming deadlines for your projects cannot be over-emphasized.

SUGGESTED FORMAT

Please keep in mind the four C's of a well written proposal:
Clear
Concise
Complete
Correct

In the absence of specific directions from the sponsoring agency, you may use the following format to organize your proposal:

a. Title and Cover Page
Most sponsors require applicants to fill out an official cover page for the proposal. The OSP website has the institutional information such as Federal ID number, Congressional district, etc. that is often required by sponsors. The cover page must be signed by your OSP representative.

In the absence of an official sponsor cover page, applicants should include a cover letter on Boston College stationery addressed to the sponsoring organization specifying:
- the title of project
- a brief summary of the project
- proposed project period
- amount requested
- contact information of the principal investigator and a signature block
- contact information of OSP representative and a signature block

b. Abstract or Project Summary

c. Introduction

d. Project Goals and Objectives

e. Background and Significance

f. Plan of Action, Methods, Design

g. Bibliography

h. Curriculum vitae

i. Required Reviews
   Human Subjects and/or Animals

j. Budget
   This section of your proposal answers the following questions: (1) how much will the project cost, and (2) what are the specific cost categories. Accuracy and detail are essential in this section. Elements of most budgets include the following: Direct Costs, Indirect Costs, and in rare instances, *when required*, Cost Sharing.

   Direct Costs
   Direct costs are defined as those cost which can be directly attributed to the conduct of the proposed or funded activity. Examples of direct cost are salaries and fringe benefits, materials and supplies, equipment, and travel.

   Facilities and Administrative (a.k.a. Indirect or Overhead) Costs (F&A)
   These are costs that are not readily identifiable/attributable within individual projects. These costs must be included in all budgets as a separate line item. F&A is calculated as a percentage of the direct costs. Consult the OSP webpage http://www.bc.edu/research/osp/instprofile.html for the current indirect cost rate for your project and to understand how this cost should be included in your budget estimation. If a sponsor has a written policy limiting F&A recovery, the University will accept that policy in determining the level of F&A costs that are included in the budget. Principal Investigator initiated requests to reduce or waive F&A costs must be submitted to OSP who will work with the Vice Provost for Research to determine if the request is justified.

   Cost Sharing/Matching Funds
   Some sponsors require that the University contribute a certain portion of funding to the overall cost of a project or the purchase of a piece of equipment. It is the University's practice not to propose cost-sharing unless the sponsor requires it and not to cost-share in excess of the sponsor's stated requirements. Requests should be in writing to the Vice Provost for Research, and they will be approved on a case by case basis. Contributions of university resources may come from in-kind (non-cash) and must be approved by the appropriate Boston College Dean, the Vice Provost for Research, and the Provost Office. For this reason, be sure to obtain written authorization for cost

sharing before writing or submitting a proposal requiring this kind of commitment from the University.

Miscellaneous Proposal Information
Information Technology Support—All sponsored project proposals with a significant information technology component are to be reviewed by Information Technology (IT) early in the proposal preparation process. This review ensures that proper technical support will be planned and provided. Specifically, the review enables IT to assist faculty and research staff in:

- identifying ways in which technology can further research aims;
- ensuring that proposed computing uses take advantage of state-of-the-art technology;
- ensuring that the costs of significant information technology components are identified and accurately estimated;
- determining any permanent funding that may be required from University sources to support significant information technology components following the end of a sponsored project funding period; and,
- identifying any acquisition and/or ongoing expenses, including those related to moving, storage, space requirements, and other special conditions, associated with the significant information technology components.

During the IT consultation, the responsible individual and the Director of Academic and Research Services, or his or her designee, are to review the significant information technology components of the sponsored projects proposal to ensure that:

- all aspects of the significant information technology components, including their configuration, are identified;
- the level of IT support required during and after the sponsored project funding period is determined;
- possible external sources of support are identified by IT if support is unavailable on campus;
- IT architecture standards are met; and
- all costs included in the proposal are identified and accurate.

"Significant information technology components" are defined as computing hardware, software, and services that require IT technical support services, connection to the network, or the purchase of nonstandard hardware or software.

PROPOSAL SUBMISSION PROCESS

UNIVERSITY REVIEW AND APPROVAL

It is required that OSP review all sponsored project proposals prior to the submission to the funding agency. A complete copy of the proposal should be submitted to OSP at least five (5) working days prior to the submission of the proposal. OSP reviews the proposal to assure that it complies with federal regulations and University policies and procedures, and that the proposal adheres to the requirements/guidelines of the funding agency. The five days requested by OSP provides sufficient time to ensure that all other University approvals are in order and that there is sufficient time to make any needed changes to the proposal.

SIGNATURE AND AUTHORIZATIONS

Proposals must be accompanied by OSP's Proposal Transmittal Form (PTF). That form is routed electronically and can be accessed at
https://psfnawp.bc.edu/psp/FINPRD/EMPLOYEE/ERP/c/BC_CUSTOM.BC_PROPOSAL.GBL?Folder.

The PTF specifies the approval requirements for a number of items, some of which are:
- faculty buy-out (release time)
- additional space for the project
- use of animals in the project
- use of human subjects in the project
- use of hazardous materials
- cost-sharing (allocation of University funds)
- export controls

The Transmittal Form also requires general information regarding the proposal, such as type of project, Principal Investigator's name, Principal Investigator's department, title of project, agency, period of project and anticipated costs (both direct and indirect) of the project. The Principal Investigator needs to have routed this electronic form to OSP with the appropriate signatures at the time that the proposal is being submitted for review. The Transmittal Form provides guidance as to when the various signatures are required.

REQUIRED COPIES OF THE PROPOSAL

OSP requires a complete copy of the proposal to retain in its files. A copy should be uploaded to the Proposal Transmittal Form.

SPONSOR DEADLINES

Deadline dates are strictly enforced by the sponsor. Sponsors rarely make any exceptions. If the proposal does not meet the deadline requirements it will be returned to the Principal Investigator without review. OSP can provide the Principal Investigator with the deadline dates upon request or the Principal Investigator can find them in the sponsors' websites.

SPONSOR PROPOSAL REVIEW

TYPES OF REVIEW

In evaluating proposals submitted for funding, sponsors utilize several different kinds of evaluation procedures depending on the kind of organization and the policies and procedures governing their operations. Some of the more common kinds of sponsor review procedures are discussed below.

Many public sector organizations like the National Science Foundation, the National Institutes of Health, and the National Endowment for the Humanities use peer reviewers selected from faculty across the country who are acknowledged experts in the subject area. These agencies send copies of the proposal to the faculty reviewers for independent evaluation and scoring. The results of these reviews are then rank ordered and a determination is made on how many can be funded based on the availability of the sponsor's total allocated funds. Faculty members should ask to see the results of these evaluations. Should one's proposal be rejected, the evaluations are extremely valuable in reviewing the original proposal and learning how the proposal can be strengthened for submission in the next funding cycle. OSP staff can assist faculty in the revision and resubmission of these proposals.

Many private sponsor organizations use their own Board of Directors or an internal review committee to evaluate proposals. These sponsors do not use a peer review system but do publish extensive guidelines on the criteria used to evaluate proposal submissions. Sometimes these sponsors will release a summation of comments or suggestions on why a particular project was not funded. These summary comments can be helpful in revising and resubmitting to the sponsor. However, these sponsors will usually only honor written requests for the release of this information.

OBTAINING REVIEWERS' COMMENTS

Faculty members who wish to obtain peer reviewers' comments should contact the program officer of that sponsor directly. Many public agencies will provide reviewer comments with the letter of notification of the results of the review. These reviews present the comments without identification of the individual reviewers. These agencies will usually provide the name, address, and phone number of the person to contact to obtain these reviews, as well as a time limit during which this request must be made. The OSP staff will assist faculty in reviewing these comments and in making suggestions for revising the proposal for resubmission to the same agency or to another possible external sponsor.

NEGOTIATION AND ACCEPTANCE OF SPONSORED AGREEMENTS

NEGOTIATION

OSP, in conjunction with the Principal Investigator (PI), is responsible for reviewing all terms and conditions of an award prior to acceptance by the University. OSP is responsible for assuring that sponsor requirements are compatible with University sponsored project policies, consistent with government-wide regulations applicable to universities, can be performed by the PI, and reflect the understandings agreed upon prior to the award. OSP has the prime responsibility for resolving any differences between the University and sponsor with regard to terms and conditions of new awards as well as modifications or amendments to existing awards.

AWARD ACCEPTANCE

When an award document is received, OSP immediately informs the Principal Investigator (PI) of the award. The PI plays a significant role in the negotiations of a sponsored project. OSP will advise the PI that the award document is being reviewed to assure that the required terms and conditions are in accordance with University policies and procedures. OSP seeks the input of the PI concerning any troublesome provisions. In reviewing the terms and conditions of an award, OSP is concerned with protecting academic freedom, the rights of the PI and the University, and assuring the feasibility of administering the award and conducting the research.

Some major concerns in reviewing the terms and conditions include: rebudgeting restrictions, mandatory prior approval on certain transactions, ability to extend the term of the award, unreasonable reporting requirements, appropriate payment terms, and restrictions on patents and publishing. OSP, in collaboration with the PI, and other BC offices if necessary will determine the appropriateness of the terms and conditions and suggest alternatives to be negotiated with the sponsor.

Once finalized, the award document is signed by the authorized individual of the University, indicating acceptance, and returned to the sponsor to be fully-executed. The individuals authorized to sign sponsored agreements on behalf of the University is the Director for Sponsored Programs and the Vice Provost for Research.

SECTION III: POST-AWARD ACTIVITIES

AWARD ADMINISTRATION

INTRODUCTION

OSP in collaboration with the PI is responsible for administering all sponsored projects awarded to the University. This includes monitoring budget transactions, verifying and enforcing sponsor terms and conditions, processing administrative reports, preparing and overseeing subcontracts and implementing changes mandated by both Federal and private agencies. The Office for Sponsored Programs/Post Award is responsible for monitoring expenditures to ensure compliance with the University Policies and Procedures and sponsored requirements.

ESTABLISHING A PEOPLESOFT CHART STRING

Once an award has been accepted by the University, it is the responsibility of OSP to establish a budget within PeopleSoft using the budget detail provided by the department and is set-up in accordance with the approved budget and the sponsor's specified terms and conditions. Budget categories are assigned account codes and these account codes have been defined by the University and established in PeopleSoft. Each award is assigned a Fund 500 chart string. Fund 500 is restricted solely for sponsored projects.

Once a chart string has been established, OSP sends a Project Activation Notice (PAN) to the Principal Investigator (PI) and his designated administrator informing him/her of the assignment of the Fund 500 project number, the account codes (cost categories) and budget period. OSP informs the PI of the specified terms and conditions and reporting requirements and provides the PI with a fully-executed copy of the award agreement. It is the responsibility of the PI to ensure that the funds are expended in accordance with the award agreement. The PI is required to submit to OSP a written request and justification for any deviations to the approved budget and/or exceptions/changes to the terms and conditions. It is the responsibility of OSP to contact the funding agency relative to the PI's requests and clarify any questions raised.

SUBCONTRACTING

OSP, in coordination with the PI, is responsible for preparing and overseeing subcontracts as approved in the sponsored project award and issued by the University to other organizations. In general, the subcontractor is subject to the same terms and conditions of the award as is the University. Therefore, the subcontract agreement prepared by OSP contains specific terms and conditions, an approved budget and a statement of work. The subcontract is reviewed and approved by the PI. To be binding, the subcontract must be signed by the authorized official of the University and the subcontractor. When the agreement is fully-executed, OSP sends a copy of the fully executed agreement to the department administrator who issues a purchase order by which payment is made to the subcontractor per submission of an invoice to the department administrator and written approval by the PI. Extensions and changes to the subcontracts are made by OSP based on the approval of the primary sponsor.

To establish and modify existing subcontracts, the PI in concert with his grant administrator need to submit forms to OSP to initiate the process. The forms and guidance can be found at http://www.bc.edu/research/osp/subcontract.html.

EXPENDITURE PROCESSING

OFFICE FOR SPONSORED PROGRAMS/POST AWARD

The Office for Sponsored Programs/Post Award is responsible for monitoring the financial activity on contracts and grants to ensure compliance with University policies and procedures and sponsor requirements. OSP accomplishes this by reviewing all requisitions and purchase orders, vouchers and expense over $1,000, and monthly sampling of all transactions under $1,000. OSP also reviews and approves all payroll requisitions, cost transfers and financial reports. OSP coordinates all audits within the contracts and grants area performed by the University's independent auditors, Federal agencies and other sponsoring agencies. The Controller's Office is responsible for the preparation and negotiation of the Federal indirect cost rates and fringe benefit rates.

FACILITIES AND ADMINISTRATIVE (A.K.A. INDIRECT or Overhead) COSTS (F&A)

Indirect Costs are costs that are incurred for common or joint objectives. Therefore, these costs cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. They are most commonly expressed in terms of an indirect cost rate calculated as a percentage of direct costs in a sponsored project budget. The indirect cost components are classified under two major cost categories: Facilities and Administration. Facilities costs include depreciation, interest on debt associated with certain buildings, equipment and capital improvements, operations and maintenance (physical plant) expenses and library expenses. Administration costs include the costs associated with general University administration and expenses, departmental administration, sponsored projects administration, student administration and services, and all other types of expenditures not listed specifically under Facilities.

The indirect cost rate is prepared by the Controller's Office and is negotiated with and approved by the University cognizant Federal agency.

The Office for Sponsored Programs must be contacted for the indirect cost rate applicable to your specific contract or grant and to determine how this rate should be included within your proposal.

PAYMENT OF AN EXPENDITURE

The financial accounting system, PeopleSoft provides a reasonable basis for sponsored project accounting according to the federal grant management requirement.

In order to expedite the payment of check requisitions in PeopleSoft, please forward all original receipts or invoices to the Office for Sponsored Programs/Post Award. Send all invoices relating to purchase orders to the Purchasing Department for invoice matching.

The Office for Sponsored Programs/Post Award will review all expenditures over $1,000 as well as perform a monthly sampling of expenses charged to sponsored projects to determine the allowable costs within sponsor guidelines, as well as to verify that sufficient funds are available and that the budget per line item is maintained. However, it is the responsibility of the PI to ensure that purchases are allowable within the grant guidelines. The Office for Sponsored Programs/Post Award also reviews invoices over $1,000 and a monthly sampling of expenses in accordance with the sponsor's cost policies (e.g., the cost principles found in OMB Uniform Guidance (2 CFR 200). Items which are not allowed include, but are not limited to: entertainment, alcoholic beverages, promotional items, advertising, club dues, and legal fees. Questions concerning allowable costs should be directed to the Office for Sponsored Programs.

The University has Purchasing Cards (P-cards) by which expenditures under $3000 can be made for the benefit of the research project. These charges are directly charged to the sponsored award it is attached to. These expenditures must be reconciled monthly, receipts kept, and are subject to OSP review.

No expenditure payment will be approved prior to receipt of the official award notification of funding by the sponsor, or an approved Advance Account. Restricted account numbers are not set up on the general ledger until the award has been accepted by the University, or an Advance Account has been approved.

CONSULTANTS/SERVICE AGREEMENTS

According to University policy, competitive bids must be obtained from at least three (3) qualified vendors, when available, for all standard orders totaling $5,000 or more. Procurement negotiates all agreements over $5,000. If the consultant/service provider were named in the grant and have specialized skills, a Sole Source justification can be used in lieu of the 3 competitive bids.

If the total amount to be paid to the consultant/professional services provider will be greater than $4,999 over the life of the grant award, a Boston College Service Agreement must be used. Any alterations to the terms of this agreement must be made by Procurement.

Once the Service Agreement has been completed and signed by the consultant/service provider, Principal Investigator and Procurement, invoices may be processed. Invoice must detail the dates of service, the service performed and the dollar amount of the reimbursement. The service provider's name and address must also be on the invoice.

For guidance regarding employee vs. consultant status, please contact OSP.

TRAVEL POLICY

Before considering any travel related expenditures to projects with sponsor approved travel budgets, please first review any sponsor specific guidelines, and then please refer to the BC Travel and Expense Policy particularly the Sponsored Travel section. Travel using sponsored dollars has more restrictions than non-sponsored travel.
http://www.bc.edu/content/dam/files/offices/travel/pdf/TravelExpenseReimbursementPolicy.pdf

EQUIPMENT

Equipment purchased with sponsored project funds is defined as having a unit cost of $5,000 or more and a useful life of greater than one year. Title to all equipment purchased using grant funds rests with BC.

Equipment to be purchased with Federal funds must be approved by the sponsor in advance and listed in the proposal. If you wish to purchase equipment not listed in the proposal, you must receive prior approval through the Office for Sponsored Programs, Pre-award.

The purchase of general purpose equipment (for example, office equipment and furnishings, reproduction and printing equipment, or computers) is allowable only if the equipment is primarily used to carry out project activities and the purchase has been approved by the sponsor.

PROCUREMENT

When purchasing any individual items (goods or services) with a unit cost of $5,000 or more, the Principal Investigator needs to provide written bidding or sole source documentation to the Procurement Department. This documentation must be received and considered by Procurement prior to commitment of an order.

The Procurement Department is responsible for managing the bidding process for most of the goods and services required by University departments. Within its scope of operation, Procurement handles the qualification of potential bidders, the solicitation and analysis of bids, and the awarding of business to vendors. It is important, therefore, that each PI communicate their needs and plans to their department administrator for major purchases (as defined above) to the Procurement department as early as possible so there will be reasonable time to accomplish the bidding procedure.

Purchasing documentation will help to ensure that the acquisition of goods and services are done in a competitive, fair, and timely manner.

PROPERTY MANAGEMENT

University policy guidelines require that all non-expendable property having an acquisition cost of $5,000 or more and having a useful life greater than one year is subject to property control. Property control includes the maintenance of property records, the tagging of equipment items, and periodic physical inventories (at least every two years).

A representative from Capital Asset Administration will physically tag and inventory all equipment items with the assistance of the PI. The PI is held responsible for the location of the equipment as well as the maintenance.

The information on record, which is necessary for the maintenance of the property inventory file, is as follows:
- Purchase order number
- Boston College chart string(s)
- Description of item

- Manufacturer
- Cost
- Building and room location
- Model and serial numbers
- Workstation number if applicable
- Acquisition date

INTERPRETING MONTHLY ACCOUNTING REPORTS

It is the responsibility of the PI/Departmental Administrator (DA)/Service Center (SC) to review awarded funds on a monthly basis and confirm that expenses charged to that fund are allocable to the project and allowable by the sponsor. Additionally, the PI/DA/SC are responsible for reviewing the rate of expenditure on the fund and confirming it is appropriate for the awarded budget. Monthly monitoring by the OSP/Post Award team members is meant to reinforce, not replace the review and management responsibilities of the PI/DA/SC.

The following BUDGET, INQUIRY AND REPORTS are available to assist you with monthly review:

Grant Balance Summary Report
ACR Report for Grants
TDR Report for Grants

Please visit the OSP website (http://www.bc.edu/research/osp.html) for further information on these reports and how to run them, or contact your post award team member.

PERSONNEL

Hiring procedures and necessary forms can be found on the Human Resource website at http://www.bc.edu/offices/hr/resources/docs/hiringdocs-mgr.html - Hiring Instructions for Managers. If you need to change the project or move personnel to an operating account Employee change requests must be created and approved 3-4 days prior to the payroll deadline. Payroll deadlines can be found on the Human Resource website at http://www.bc.edu/offices/hr/resources/campusinfo/payrolldeadlines.html.

Often faculty will receive "summer salary" in their award budget. Summer salary represents payment for research performed on a grant during the summer months of June, July and August. If a faculty member received a summer salary in the past, a turnaround ECR, for the SMR PROF RES-FACULTY position, must be used to process the salary. If it is a first time request, a hire form must be processed to establish a "SMR PROF RES-FACULTY" position. The rate cannot exceed 1/9 of their academic salary (prior to their annual increase) and the total summer salary cannot exceed 2/9 for work on NSF grants. As with any faculty salaries, the ECR or hire form must be approved by the Provost's office before being forwarded to OSP. The guide for processing Summer Salary can be found at http://www.bc.edu/content/dam/files/research/osp/SummerSalaryCalculation.pdf .

Faculty Buyouts are also written into proposals for grants to allow teaching time to be used for research. Please read the One-Sixth Rule for calculating the buyout at http://www.bc.edu/content/dam/files/research/osp/One_Sixth_Rule-Sept08.pdf . Faculty Buyout requests are processed through the Provosts' office via an ECR which is routed to OSP for approval. Please note that distributions are calculated over the 9 month academic salary year (vs. the 12 month cycle used by the University).

COST TRANSFERS

Cost transfers are occasionally needed to correct errors in original charges. Most cost transfers could be avoided simply by reviewing expenses on your grants on a monthly basis to ensure that the charges were properly incurred. Directly charging the appropriate project at the onset normally result in fewer cost transfer requests.

There is the potential of audit disallowance on cost transfers which are poorly documented and/or not completed in a timely fashion. Recent audit reports raise serious questions concerning cost transfers within externally funded programs. Some of the problems with cost transfers (as noted in those reports) are:

- They are not done in timely fashion (in some cases months after the original charges have been recorded in the grantee's accounting records).
- They are not supported by documentation which adequately explains why the transfers were made.
- They are not certified by the principal investigator, project director, or other responsible program official of the grantee organization.

When requesting a Cost Transfer through the Office for Sponsored Programs, a Cost Transfer Form http://www.bc.edu/content/dam/files/research/osp/CostTransferForm.pdf signed by the PI must be provided. The form should document the reason for the transfer, the account originally charged, as well as the purchase order or check requisition number. All cost transfers that take place more than 90 days after the original charge must be supported by written justification for the lateness of the transfer which includes:

- A description of the expenses being transferred, including why and when the original charge(s) occurred along with a journal entry;
- The reason why the receiving account was not originally charged and the reason for delay in initiating cost transfer;
- A description of why it is appropriate to charge the receiving account and how the expense is allocable to that account as well as the documentation discussed above; and
- Any other supporting documentation.

FINANCIAL REPORTS

Financial reports (including final financial close-out reports) which are required by the sponsor on sponsored programs are the responsibility of the Office for Sponsored Programs/Post Award. The objective of the Office for Sponsored Programs/Post Award is to ensure that the financial reports submitted by Boston College to sponsors are presented fairly, timely, and contain complete and reliable information. Financial reports are generally due within 90 calendar days of the end of each budget period. It is the responsibility of the PI and their Grant Administrator ensure that all transactions for the budget period are completed and expensed against the sponsored project account by the end of each budget period. Any balance not obligated

on a sponsored program will be returned to the sponsor unless the sponsor has authorized that the unexpended funds may be retained by the University or carried over for use in continuing years of the project.

AUDIT

Federal awards are subject to annual audits by the University's independent auditors as dictated by the Uniform Guidance (2 CFR 200). This audit is performed to ensure that the University is managing its Federal awards in compliance with applicable laws and regulations. The audit includes tests of internal control systems affecting all Federal awards as well as tests of individual transactions. The results of the audit are reported to the Federal Government and become a searchable record in the Federal Audit Clearinghouse.

In addition to the annual audit, the University is occasionally subject to audits of individual awards. These audits are typically conducted by the sponsoring agency. If you are ever contacted by a sponsor for an audit/visit, you should contact your OSP representative immediately as OSP manages all audits related to sponsored research.

ADMINISTRATIVE PROCEDURES

PROJECT MANAGEMENT

Project management involves maintaining accountability for post-award transactions as well as assuring compliance with applicable sponsor rules, regulations and/or terms and conditions of award. Sponsored project Chart Strings are set up in accordance with the budget approved by the sponsor. The statement of work must be carried out in accordance with the approved proposal. Varying degrees of flexibility are provided by the sponsors with regard to budget revisions, allowable expenditures and changes in the statement of work. In some instances, prior approval by the sponsor is required.

Principal Investigators are responsible for assuring compliance with sponsor's requirements. Office for Sponsored Programs/Pre and Post Award teams are responsible for overseeing sponsored project activities and for providing guidance and assistance to the PI and to the departmental administrators in fulfilling their responsibilities to the sponsor. The following provides information pertinent to managing sponsored projects after an award has been made.

POST-AWARD ADMINISTRATION

There are changes that frequently occur in the conduct of sponsored projects that require prior approval. In many cases, sponsors require that approval be obtained from them. Some Federal sponsoring agencies have delegated approval rights to the University. The terms and conditions for each award should be reviewed to determine what type of requests fall within the realm of prior approval. It's best to contact your OSP Pre-award representative for guidance and before incurring charges.

The following items are the changes that occur most frequently in the conduct of sponsored projects. The explanation for each item pertains to situations in which the University has *not* been delegated approval

authority. In all instances, regardless of whether or not the approval may be obtained within the University, approvals should be obtained by the PI **before** the actual expenditure is incurred. Questions about particular transactions should be directed to OSP.

Rebudgeting

Many sponsors place restrictions on the use of project funds. In this regard, some budget revisions (i.e., transfer of funds from one budget category to another) require the prior approval from the sponsor. Requests for these budget revisions should be submitted to OSP Pre-award with proper justification well in advance of when they are needed. This will allow OSP sufficient time to obtain the necessary approval from the sponsor should it be required, and make the revision.

No-Cost Extensions

No-cost extensions are requests to extend the end date of a project without additional funds. The request should be submitted at least 60 days before the scheduled termination date. Work with your OSP Pre-award contact who will submit the request to the sponsor. The PI will need to provide the amount of time requested along with an explanation of how the extension will benefit the project and how the additional time will be used. As a general rule, no-cost extensions cannot be approved after the termination date.

Change in Key Project Personnel

Changing a Principal Investigator must be approved by the sponsor. Requests must be submitted through OSP Pre-award and be supported by an explanation for the change and approval of the Department Chairperson. Requests for changes in key personnel vary by Sponsor. Please check with OSP if a change in key personnel is requested.

Change in the Statement of Work

Changes which significantly redirect the original statement of work must be approved by the sponsor. Such changes should be discussed with the sponsor's program officer and documented in a letter to the sponsor. Written requests to the sponsor must be approved by the Department Chairperson prior to being submitted through OSP Pre-award who will submit the request to the sponsor.

Equipment

When equipment is included in the proposed budget and approved by the sponsor, prior approval for purchase is not required. When equipment is not included in the approved budget or there is a change in what is to be purchased, prior approval may be required from the sponsor. OSP Pre-award should be contacted in advance of the purchase to clarify sponsor specific requirements on a case by case basis. Some sponsors require that they retain approval rights, while some have delegated the approval right to grantees, and others have no approval requirements at all. When approval is required, requests for approval must include a quote for the equipment and a justification for need. Equipment should not be purchased within the last six months of the project period.

Foreign Travel

Sponsor terms and conditions must be followed with regard to foreign travel. Some sponsors require prior approval for foreign travel whether or not it is included in the approved budget. Such requests should be

submitted with a detailed justification to OSP Pre-award to be forwarded to the sponsor. Requests for foreign travel should be made PRIOR to taking the trip and at least 30 days in advance of the trip.

Stipends and Tuition Remission

Any changes in proposed stipend and/or tuition remission may require written prior approval by the sponsor. Requests for changes must be submitted to OSP Pre-award with justification and approval of the appropriate dean.

Carryover of Funds

Dependent upon the sponsor, funds remaining at the end of a budget period may be "moved" into the subsequent budget period and used toward the furtherance of the project. Sponsors have varying policies regarding the disposition of unspent funds at the end of the budget period. As a general rule, at least 60 days prior to the end of the budget period where it appears that there will be residual funds, the PI should contact OSP Pre-award to determine appropriate procedures to obtain approval to carry forward the funds.

Subcontracts/Subawards

Subcontracts/Subawards that were not included in the funded proposal often require the sponsor's approval prior to executing a formal agreement and commencing work. The choice of a particular subcontractor must be documented with regard to the subcontractor's qualifications to perform the work and the project's need for such services. The OSP website provides detailed information on subcontracting and the requisite forms. http://www.bc.edu/research/osp/subcontract.html

Reporting Requirements

1) Interim Program/Progress Reports
   The Principal Investigator is responsible for submitting interim program/progress reports to the sponsor within the specified time frame and format indicated by the sponsor in the award document.

2) Interim/Final Financial Reports
   The Office for Sponsored Programs/Post Award is responsible for responding to all requests for financial reports on sponsored projects, as well as submitting those reports required under the terms of the award.

3) Final (Progress) Technical Reports
   Upon termination of the project, the PI is responsible for submitting the final Technical Report to the sponsor within the time frame specified. Failure to submit this report in a timely manner could jeopardize future funding by the sponsor. A copy of the Final Report should be submitted to OSP Pre-award.

4) Closeout Documents
   Many sponsors require that other administrative reports are submitted to officially closeout an award. OSP Office for Sponsored Programs/Post Award in conjunction with the appropriate Department Administrator, is responsible for submission of these reports. OSP has provided a checklist to aid in this process: http://www.bc.edu/content/dam/files/research/osp/CloseoutChecklist.pdf

SECTION IV: MISCELLANEOUS

SPONSORED PROJECTS POLICIES AND GUIDELINES

SPONSORED PROJECTS POLICIES AND GUIDELINES

OSP has posted on its website various Research Policies and Procedures which provide in depth topic specific guidance. You can link to each policy below:

- Advance Account Form Guidance
- Allowable & Unallowable Costs Policy
- BC Facilities and Administrative (F&A) Cost Rates
- Cash Management Policy
- Closeout Policy
- Cost Sharing Policy, Cost Sharing Business Process
- Conflict of Interest Policy Pertaining to Sponsored Projects
- Cost Transfer Policy
- Effort Reporting Policy
- Ethical Conduct of Research and Research Misconduct
- Human Embryonic Stem Cell Policy
- Indirect Cost Return Policy
- Intellectual Property Policy
- Agreement on Intellectual Property
- Materials Transfer Policy
- Program Income
- Property Management Reference Manual (OSP)
- Proposal Submission Policy
- Reporting Policy
- Subcontracting
- Travel on Sponsored Programs Policy
- University Research Facilities Policy
- University Research and Projects Policy

INTERNAL GRANT PROGRAMS

Please visit the Vice Provost for Research page for the most update information on these programs: http://www.bc.edu/offices/avp/grants.

INTERNAL FUNDING OPPORTUNITIES FOR BOSTON COLLEGE FACULTY

GRANT	ELIGIBILITY	DEADLINE	DESCRIPTION
Ignite	Full-time faculty	September & May	To assist BC faculty in competing for increasingly limited pools of external funding
Research Expense Grants (REG)	Full-time tenure-track and tenured faculty	September	To defray the smaller expenses of scholarly research
Research Incentive Grants (RIG)	Full-time tenure-track and tenured faculty	October	To encourage research projects initiated during the summer months
Research Across Departments & Schools (RADS)	Full-time faculty	December	Aimed at supporting interdisciplinary research projects between faculty in different disciplines, departments, and schools across BC
Teaching, Advising, and Mentoring Grants (TAM)	Full-time faculty	February	Support for a project aimed at teaching, advising, and mentoring of students
Teaching, Advising, and Mentoring Expense Grants (TAMES)	Full-time faculty	September & January	For expenses related to the improvement of teaching, advising or mentoring of BC students
Exploratory Technology Grants (ETG)	Full-time faculty	Rolling Basis	To encourage innovation and exploration of technological prospects
Academic Technology Innovation Grants (ATIG)	Full-time faculty	October	Designed to bring new instructional and research technologies to BC
Aging Research Incentive Grant (ARIG)	Full-time faculty	February	In support of research in the field of Aging
ILA Major Grant	Full-time faculty	November & March	To support conferences, symposia, and other projects that will make a contribution to education or scholarship in the liberal arts
ILA Minor Grant	Full-time faculty	Rolling Basis	In support of small projects that will make a contribution to education or scholarship in the liberal arts
Mini-Conference Award	Full-time, pre-tenured faculty	Rolling Basis	To fund the cost of a meeting focused on the discussion of a book manuscript
Open Access Publishing Fund	All faculty and researchers	Rolling Basis	To finance payment of article processing fees for accepted authors who wish to publish in open access, peer-reviewed journals