

Contract Procedure: Administration of Applied Research and Innovation

1. Applied Research and Innovation (ARI) projects leveraged with Granting Agency funding typically require a minimum 25% cash contribution and minimum 25% in-kind contribution from the Research Partner.
2. All grant leveraged ARI at the College shall be conducted under a Collaborative Research Agreement (CRA) or equivalent. Project activities shall not commence until a CRA has been executed unless it has been otherwise agreed upon by the Director of Applied Research and Innovation.
3. All Fee for Service projects shall be conducted under a Professional Services Agreement (PSA) or equivalent. Project activities shall not commence until a PSA has been executed, with the exception of rapid response projects under \$10,000 which can commence once an agreed upon quote is in place with the partner and as approved by the Department Head or Director.
4. All agreements and Granting Agency communications and reporting shall be executed through the Research Services Office (RSO). Research personnel are responsible for providing required information to the Research Services Office in a timely manner to ensure agreements are fully executed, invoices are initiated, funder metrics and compliance are maintained, and agreements are filed.
5. No research or other study involving human subjects, animals, radiation or biohazards may be undertaken unless requirements listed in the appropriate College policies and health and safety procedures have been met, and the appropriate certificates of approval have been issued and reporting requirements are met as required.
6. In compliance with the College policies all ARI personnel shall disclose any and all conflicts of interest as defined in the Employee Code of Conduct and Conflict of Interest (6000) and Student Code of Conduct – Rights and Responsibilities (3400) policies.
7. Grant and contract funds shall be held in trust by the College and are not the property of any individual.
8. The College alone has the legal authority to enter into contracts which are binding on the College. Contracts and agreements must be executed according to appropriate College Signing Authority policy (9000).