

1 **Contracts and Grants - Negotiation and Acceptance**

2 Effective: Moved to Policy Library from UPM 9.3

3 Updated/Revised: March 2009

4 Contact: [Office of Sponsored Programs Administration](#)

5 **Introduction**

6 The terms and conditions for all sponsored projects must be reviewed and accepted by the Office of
7 Sponsored Programs Administration (OSPA) prior to the expenditure of funds or the initiation of any
8 sponsored activity. Assurance of acceptable contractual or grant obligations will protect the university
9 and its investigators from potential legal liabilities and assure the university is in compliance with
10 federal, state and university policies.

11 **Policy Statement**

12 **Acceptance**

13 Research, training, and fellowship contracts and grants will be accepted by ISU only in fields of
14 activity where the university:

- 15 • Is authorized by the laws of Iowa and policies of the Board of Regents, State of Iowa; and
- 16 • Is competent by reason of qualified staff and facilities to perform the desired work or service.

17 **Fiscal and Legal Matters**

18 Individual staff members must not enter into preliminary negotiations relative to research, training, and
19 fellowship grants or contracts. This policy is not intended to prohibit preliminary discussions, but is
20 intended to apply to all fiscal and legal matters.

21 **Negotiations**

22 Upon authorization by the vice president for research, negotiations may be entered into by designated
23 administrative officials and the director of OSPA with the agency desiring to initiate such a project.
24 Only authorized individuals may represent the university in negotiations.

25 **Reimbursement of Costs**

26 The reimbursement of costs, and methods and terms of payment involved in such contracts, grants, or
27 fellowships, shall be managed by Sponsored Programs Accounting to assure that the university follows
28 a uniform policy with respect to the various agencies.

29 **Patent Rights**

30 The university shall retain patent rights on all patentable materials or processes through the ISU
31 Research Foundation (ISURF) with all agencies of the United States government and all other outside

32 funding sources. The Office of Intellectual Property and Technology Transfer (OIPTT) in consultation
33 with the OSPA will manage any negotiation in which patent rights might be relinquished or modified.

34 **Legal Services**

35 Any legal services for negotiations shall be handled through the Office of University Counsel or its
36 designee.

37 **Administration**

38 All contracts, grants, and fellowships between the university and other agencies of the United States
39 operating under transfer of funds shall be administered within the university under procedures
40 established by the president, the senior vice president and provost, and the vice president for research.

41 **Resources**

42 **Links**

- 43 • [Contracting at ISU](#)
- 44 • [ISU Research Foundation \(ISURF\)](#)
- 45 • [Office of Intellectual Property and Technology Transfer \(OIPTT\)](#)
- 46 • [Office of Sponsored Programs Administration \(OSPA\)](#)
- 47 • [Office of University Counsel](#)
- 48 • [Sponsored Programs Accounting \(SPA\)](#)
- 49 • [Vice President for Research](#)