OFFICE FOR RESEARCH

The Office for Research (OFR) is responsible for all matters pertaining to research proposals developed by College of Medicine faculty members until such time as the contract, grant, or sub-contract is awarded (pre-award procedures). Post-award procedures are handled by the Financial Affairs Office. It is the responsibility of the OFR to assure compliance with college, university and grant agency requirements. The OFR must review the proposal and the Associate Dean for Research must sign approval for the College of Medicine prior to submission of the proposal to the University Office of Sponsored Research.

RESEARCH POLICIES:

1. Any contract or grant proposal by a member of the COM faculty on one of the regional campuses must be submitted through the COM OFR if that faculty member uses his or her FSU title, or the college or university name on the proposal.

2. Proposals may be submitted by Courtesy and Adjunct faculty only if a full-time FSU faculty member is listed as Co-PI (university policy). Exceptions may be granted by the FSU Vice President for Research.

3. Each PI should work with his/her Department Chair to determine a reasonable percent effort for the proposal and include the corresponding salary required for that percent effort, if the sponsoring agency allows PI salary.

4. The COM does not permit cost-sharing in excess of that required by the sponsoring agency. Exceptions to this policy must be approved by the Associate Dean for Research, Dean of the COM, and the FSU Vice President for Research.

5. If Recombinant DNA, Human or Animal Subjects, Radioactive/Hazardous Materials, or Workshops/Conferences are involved, the project must be approved by the appropriate FSU Compliance Officer (FSU Biohazard Committee, FSU Human Subjects Committee, Animal Use and Care Committee, Environment Health and Safety Director, Center for Professional Development Director) prior to funding.

6. All graduate student Matriculation and Fee costs must be included in the proposal budget or paid from an alternate source. If an alternate source is used, the FSU budget number must be listed and an authorized signature for that budget obtained on the FSU Transmittal Form.