Research Administration at Stanford University

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Stewardship

- Grant support for research is awarded to the Institution under the direction of a Principal Investigator

- The Institution is accountable for the finances and administration of the award

- The Principal Investigator is accountable for the conduct of the research
University Policy

RESEARCH POLICY HANDBOOK

- Collection of policies, guidelines and general information related to the research enterprise at Stanford University includes:
  
  › Academic policies
  
  › Financial policies for sponsored project administration
  
  › Policies for human subjects in research
  
  › Policies for animal subjects in research
  
  › Policies related to conflict of interest and commitment
The Research Process Manager (RPM) in the Research Management Group (RMG) serves as the Institutional Official (IO)

- RPM/IO has signature authority on behalf of the University
- RPM/IO reviews, approves and submits proposals
- RPM/IO accepts awards on behalf of the institution
- RPM/IO agrees to the responsible stewardship of monies as well as ethical and legal conduct in administration of each award
Life-Cycle of a Sponsored Project

1. Prepare and submit proposal application
2. Submit Just-In-Time information
3. Receive and accept award
4. Prepare and submit annual progress report
5. Accept subsequent year award
6. Submit renewal proposal
7. Submit final reports to close-out award. THE END

Stanford University
Fellowship vs. Grant

FELLOWSHIPS

- The award provides a predetermined amount of money in the form of subsistence payment to support an individual postdoctoral scholar’s research training experience.

- Funding is in the form of stipend or salary/benefits, with minimal amount for travel and supplies or institutional allowance.

- The award is limited to Postdoctoral Fellows/Residents.
Fellowship vs. Grant cont.

GRANTS

- The award is made to Stanford University with the provision that Stanford will name the individuals to be funded.

- The award is open to Instructors, Research Associates as well as Postdoctoral Fellows/Residents (with approved waivers).

- The award requires the recipient to devote a specific percentage of effort to a specific project, with an associated charging of that percentage of salary to the award.
Policy on PI Eligibility

- Research Policy Handbook 2.14 establishes the policy that PIship and Co-PIship on sponsored projects is limited to members of the Academic Council and the MCL faculty.

- Policy adopted by the Senate of the Academic Council.
PI Waiver Process

- Academic Staff members, Postdoctoral Scholars, Instructors, Residents and other researchers may apply for a PI waiver under exceptions outlined in the policy

- PI waiver requests must be approved by the Department Chair

- PI waiver is then submitted through RPM/RMG to Harry Greenberg, M.D., Senior Associate Dean for Research
PI Waiver Criteria

- Conferences, exhibits, workshops or public events
- Career Development Awards
- Specific projects which are part of a large interdisciplinary program
- Rare Exception (also requires approval of the University Dean of Research)
- Expanded Pilot Career Development (one time only)
For more information on the PI waiver policy and process…

**Visit:**


**Or, Contact:**

Maile Chitty, Senior Research Process Manager  
[mchitty@stanford.edu](mailto:mchitty@stanford.edu)  
650.736.7645
Resident / Clinician Form

- Required when a resident or clinical fellow is to be PI or receive salary support from and/or devote effort to a sponsored project.

- Hospital needs to provide “release time” so the residency program experience + the research experience do not violate the 80 hour work week.

- For help in completing the form and obtaining required signatures, contact Mokhtar Sharza, Division Manager.
  > Form must be approved by Division Chief, Division Manager and Office of Postdoctoral Affairs prior to submission to RPM/RMG.

http://med.stanford.edu/rmg/forms.html#resident
Pre-Award Support Provided by RMG

**GRANTS**

- RPM/RMG proposal management and submission
  - Provides guidance to Investigators on application instructions and requirements
  - Works with Investigators to develop and prepare proposal budgets in accordance with federal cost accounting standards and sponsor guidelines
  - Identifies and handles special considerations and approvals
  - Reviews entire proposal and countersigns on behalf of the University
Pre-Award Support cont.

**GRANTS**

- Typical administrative components for a complete proposal
  - A final budget
  - Approved waivers (PI waivers, IDC waivers, effort waivers, Resident/Clinician Form)
  - The PDRF has been completed and approved
  - A complete and final copy of the proposal must be submitted to your RPM for review

- Proposals must be reviewed and signed off by your RPM/RMG prior to submission.
Post-Award Support Provided by RMG

- RPM/IO negotiates and accepts grant awards on behalf of the University

- Provides expertise in federal regulations, University policy and sponsor requirements to guide PIs and Department Administration on management of awards

- Confirms that appropriate Human/Animal approvals are in place before the award is released
Investigator Award Management

**Principal Investigator Responsible for:**

- Scientific conduct of the research
- Maintaining budgetary control and making the principal allocation decisions
- Complying with federal regulations, University policy and the special terms of the award
- Providing technical reports as required by sponsor
- Remaining current on Training and Protocols (Human & Animal Subjects, PI Training, Responsible Conduct of Research, Research & Lab Safety and IRB & APLAC as applicable)
Working with your RPM

- University policy requires 5-business days for review and submission of the complete and final proposal

- Contact Maile early!
  mchitty@stanford.edu
  650.736.7645
Information and Resources

- Research Management Group website
  http://med.stanford.edu/rmg/

- DoResearch
  https://doresearch.stanford.edu

- SeRA System
  https://sera.stanford.edu

- Compliance Panels
  https://researchcompliance.stanford.edu
QUESTIONS?