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Sponsored Research Policy

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Sponsored Research Policy

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I. General Provisions

1. Introduction:

The Independent University, Bangladesh (IUB) is set apart from many other institutions because of its role and goal as a research university. Most of the IUB's Sponsored Research takes place within individual departments and academic units, including the institution's centers and institutes, and through partnerships IUB has developed with different entities. These activities are critical to the fulfillment of IUB's research agenda. To protect the integrity and transparency of all research activities, IUB must have in place specific policies and procedures that will ensure compliance with the requirements and provide a common understanding of applicable processes and guidelines within the IUB System. The purpose of this policy is to ensure successful management of grants and contracts. All proposals, contracts and agreements related to research and sponsored activities shall be reviewed centrally to ensure compliance with university policies. Additionally, this policy aims to create possible opportunities for researchers and provide ground for rational and equitable distribution of monetary and other benefits of IUB.

2. Scope of the Policy:

This policy is applicable to all research grants sponsored by IUB (whether the source of funding is internal or external; henceforth: Research Grants). The policy is implemented by the University Research Committee (URC) and administrative support is provided by the Sponsored Research, Office of the Pro-Vice Chancellor (henceforth: the Sponsored Research).

In addition to IUB-sponsored research, all researchers are encouraged to secure external research funding in support of their research and the University's strategic vision. External funding includes competitive research grants, contract research and consultancies, scholarships/funding for conference participation etc., awarded by an external entity directly to an individual researcher. Faculty members obtaining individual funds or sponsorship directly from businesses, industry, foundations, government entities, or individuals are not required to follow the provisions of this policy. They are, however, still required to obtain IUB's Institutional Review Board (IRB) clearance prior to starting the project and inform in writing the Sponsored Research about obtaining the Grant. Any arrangements regarding the

workload and payment to the Principal Investigator and/or IUB employed Co-Principal Investigator (s) shall be approved by the URC.

This policy also does not apply to non sponsored research that faculty members are doing as their workload. Sponsored Research does not need to be informed about these research projects as they fall completely under the jurisdiction of the Department/School.

3. IUB Research Priorities:

IUB Research Priorities will be based on two main sources: the National Research Priorities as deducted from the documents published by the Government of Bangladesh and current trends within different scientific disciplines.

Beginning of July every year Sponsored Research will request the schools of IUB for their suggestions to include in the research priorities of IUB. The schools will have one month to forward their suggestions to the Sponsored Research, thus the deadline will be end of July. Sponsored Research will review and summarize the suggestions and forward it to the URC by mid of August. By mid of September the URC approved draft will be forwarded to the Academic Council. By mid of October the Academic Council approved draft will be submitted to the Syndicate. By mid of November the syndicate approved priorities will be forwarded to the Board of Trustees (BOT) meeting for final approval. BOT gives the final approval by mid of December. The same procedure will be followed every year for revised IUB Research Priorities.

4. Types of Grants:

IUB provides three types of institutional funding (that is, funding not acquired by a researcher directly from external entities) to support faculty research and development. These grants are as follows:

4.1 Start-up Grants:

A Start-up Grant is a one-time allotment of funds to be spent within a year for conducting a literature review, designing a study, developing the instruments/measures, conducting a pilot study, etc., to encourage new faculty members to start new research projects. The maximum amount of Start-up Grant should be set at Tk. 70,000. This amount may be reviewed

periodically by URC (every 2 years). Start-Up Grant recipients are expected to apply for a research grant in the next award cycle.

4.2 Research Grants:

Research Grants are competitive research funds made available each year to faculty members. They are designed to fund research projects over a one-year or longer period of time, and can be either awarded to an individual researcher or a team from any School. The amount awarded for a Research Grant is limited by the University's research budget and the number of grants awarded.

4.3 Conference Participation Grants:

Conference Participation Grants contribute to the overall professional development of IUB faculty members by sponsoring (partially or in full) their active participation at relevant professional meetings or conferences at home or abroad. The maximum amount of Conference Participation Grant should be set at Tk. 1,50,000. This amount may be reviewed periodically by URC (every 2 years).

5. General Guidelines:

- The projects must be consistent with the mission and vision of the University.
- The projects shall be conducted without overloading the academic staff and without hurting the University's academic programs. Principal Investigator and/or IUB employed Co-Investigator(s) may be eligible for up to 25% salary increase during the phases of the project where their increased workload is justified. Such an increase has to be approved by URC.
- Availability of space and equipments must be assured in advance by the Dean of concerned School. The project must not encroach on space and facilities required by the University's educational programs.
- The terms of any proposal, grant, or contract must agree with the Department and University policies and shall always permit the institution to exercise appropriate administrative control and responsibility for the proposed work.
- All proposals, grants, and contracts shall include an adequate budget for the work proposed in accordance with the IUB regulations.
- No project will be approved by URC if it does not have a clearance from the IRB. This does not apply to Conference Participation Grants.

- All Researchers/Participants/SRC or URC members must make every effort to ensure to resolve any issues regarding areas of Conflict of Interest. A Conflict of Interest may arise from two areas: any researcher's/participants' personal, familial or financial interest with the research to be funded OR any personal interest between committee member(s) and his/her duties and responsibilities with regard to the Review Process.

There may be a real, perceived or potential conflict of interest when the Participant:

i. would receive personal or familial benefits resulting from the funding opportunity or application being reviewed; or

ii. has a direct or indirect financial interest in a funding opportunity or application being reviewed;

A conflict of interest may be deemed to exist or perceived as such when review committee members or external members:

i. are a relative or close friend, or have a personal relationship with the applicants;

ii. are in a position to gain or lose financially/materially from the funding of the application;

iii. have had long-standing personal or profession differences with the applicants.

6. Guidelines regarding Intellectual Property:

Successful research normally generates intellectual property. While all intellectual property is valuable by virtue of its implicit new knowledge, some of it also has real commercial value. Thus this policy clarifies ownership of intellectual property rights, creates opportunities for use of the innovations for students and further research, and provides for the equitable distribution of monetary and other benefits derived from Intellectual Property (IP).

"Creator/Author" means the individual or group of individuals who invented, authored, or were otherwise responsible for the intellectual creation of the intellectual property.

"Intellectual Property" means any invention, discovery, improvement, copyrightable work, trademark, trade secret, and licensable know-how and related rights.

All IP shall be owned by the university if the research was sponsored by IUB or significant university resources were used. However, the creator/author is granted the right to reproduce or disseminate work as a part of their teaching or research. Final Reports produced as a result

of university activity shall be available for the use of all students and employees of IUB for personal use only (not commercial purpose).

Nothing in this policy shall limit or restrict the right of Principal Investigators (PI)/researcher(s) to publish results of their research. The university shall share royalties, equity and other incomes derived from the licensing of patented inventions or copyrights and other transfers of technology with the creator, unless prohibited or restricted by any agreement. Determination of the university's income sharing formula for all intellectual property income shall be made by the BOT and shall be mentioned in the formal agreement.

The researchers shall create, retain, and use IP according to the applicable laws in Bangladesh, and international laws and University policies and cooperate with the University in securing and protecting the University's intellectual property, including cooperation in obtaining patents, copyrights, or other suitable protections for such intellectual property and in legal actions taken in response to infringement.

When research is carried out under a grant/funding by IUB the terms of ownership shall be determined according to the formal agreement/contract between the creator/author/PI and IUB. The researchers may need to provide, upon request by the university, reports or other documents necessary to establish the university's ownership rights.

When a principal Investigator/Researcher creates an Intellectual property, fully or as a part of the team, on deputation, or official leave, the concerned PI shall officially communicate the intellectual property to the University. If the IP involves ideas/software developed, fully or in part, using significant University resources, then the IP will also be owned by University fully or partially, as the case may be.

Generally, creators and research investigators will retain custody of tangible research property (e.g. equipment, software etc.) while at the university. In case the Principal Investigator (PI) leaves IUB, the research grant and acquired property are not transferrable. Furthermore, PI has the responsibility for all the deliverables within that period of time.

II. Grant Allocation Process

1. Yearly Call for Proposals:

The grant allocation process starts with the Yearly Call for proposals. This call for proposals is intended for all three types of grants (Start-up Grant, Research Grant, Conference Participation Grant).

A yearly call for proposal will be approved by the URC and published at the beginning of January every year.

2. Eligibility Criteria:

2.1 Start-up Grants:

All new faculty members are eligible to apply for Start-up Grants to help their research work at IUB within the first three semesters of joining. A faculty member may apply for only one Start-up grant during this period.

2.2 Research Grants:

Research Grants may be awarded to any faculty member. Priority is given to full-time faculty members. Normally, the principal proponent for group a project should be a permanent full-time faculty member.

Visiting or adjunct faculty members with research experience may qualify as Co-Investigators, but the duration of the grant should not go beyond the term of their appointment or hiring.

If a Principal Investigator has an ongoing (on schedule/delayed) or deferred project, and he/she proposes a new one, approval of the new project will be deferred until the time that the earlier project is completed.

2.3 Conference Participation Grants:

Any full time faculty member is eligible to apply for the Conference Participation Grant.

3. Application process:

Faculty members seeking individual funds or group project funds from IUB must apply in response to the yearly call for proposals. The deadline for submission of the proposals to the Sponsored Research will be mid-February.

Proposals for all three type of Grants shall be submitted online prior to the closing date using specific application forms. Late submissions will not be accepted. If the submission is incomplete, the Sponsored Research will notify the applicant(s) and give them a deadline for completion of the submission. By the end of February Sponsored Research summarizes and sends all the proposals to SRC.

3.1 Proposal for Start-up Grants:

Submission of Start-up Grant Proposal will only be accepted with the following:

- Complete Start-up Grant Application Form: The form will include the following:
    - Information about the Researcher
    - Information about the student involvement in the Research Project (if applicable)
    - Significance of the Research Project
    - Research Project plan
    - Collaborations
    - Budget
    - Declaration of Conflict of Interest
- CV of the Researcher
- IRB Approval

3.2 Proposal for Research Grants:

Submission of Research Grant Proposal will only be accepted with the following:

- Complete Research Grant Application Form: The form will include information in the following broad categories-
    - Information about Principal Investigator
    - Background of the Principal Investigator
    - Information about Co-Principal Investigator(s) (if applicable)
    - Background of the Co-Principal Investigator(s) (if applicable)

- Information about the student involvement in the Research Project (if applicable)
- Duration of the Research Project
- Significance of the Project
- Theoretical Background
- Methodology
- Research Project plan
- Collaborations
- External Funding
- Previous IUB funding records of the Principal Investigator
- Expected Research Outcome
- Budget (Any cost of Principal Investigator, Co-Principal Investigator(s), IUB Research Assistants, external Research Assistants must be included in the Budget)
- Declaration of Conflict of Interest

- CV of the Researchers
- Information about the Research Assistants (Research Assistants from IUB must have completed 90 credit hours and must have a CGPA of 3.50; justifiable exceptions may be proposed by the Principal Investigator)
- IRB Approval

3.3 Proposal for Conference Participation Grants:

Submission of Conference Participation Grant Proposal will only be accepted with the following:

- Complete Conference Participation Application Form: The form will include:
  - Details of the Conference
  - Title of the Presentation
  - Participant Information
  - Nature of Participation
  - Significance of the Conference
  - Previous record of participation
  - Professional Development of the Participant

- Budget (The budget shall cover all registration fees, travel, accommodation and other expenses.)
- CV of the participant
- Detailed Conference Program Plan
- Copy of Letter of Acceptance

After the deadline for applications is over, if there appears an unanticipated opportunity for a conference (and budget is available within the School) the faculty member may apply outside the call for proposals. Same application procedure must be followed for such ad hoc projects. Schools are encouraged to include some funds in the budget for ad hoc projects.

Any subsequent correspondence proposing modification of the terms or conditions of a contract or grant, including changes in the scope of the work, the period of performance, or the total estimated costs, shall emanate by the principal investigator to the URC through the Sponsored Research.

4. Proposal Evaluation and Approval:

The proposals will be evaluated by the School Research Committee (SRC) and URC.

While evaluating, the SRC and URC members must agree to abide by the general guidelines of this policy regarding Conflict of Interest prior to viewing any application information. All committee members are subject to the same conflict of interest guidelines. All committee members are responsible for resolving areas of potential conflict of interest and should propose any of the following if any during the committee meeting:

- Reject the Research Proposal
- Amend the Research Proposal
- Exclude a certain person/persons from the review committees
- Exclude certain researcher from the research project

School Research Committee (SRC):

Each school will form School Research Committee (SRC) consisting of:

- Dean of the School, Head of the committee
- Representatives from all departments
- Two external members nominated by the school and approved by the URC

In case of interdisciplinary topics spanning beyond a particular School an additional external member shall be invited to the meeting. In principle the Dean of the School will Head the Committee, however the Dean has the option to opt out of the Committee and appoint a senior faculty member to be the Head of the Committee. The SRC shall review and rank all proposals from that School. The Committee must assess the extent to which the project/conference meets all the criteria outlined in the later part of this policy. In addition to reviewing individual proposals, the SRC should also recommend which of the proposals will get priority and to what extent the proposed projects shall be funded. In this process the SRC shall ensure appropriate fund distribution among the departments and faculty members.

The SRC submits their reviews and recommendations to the Sponsored Research by the end of March. The Sponsored Research then submits all proposals to the URC by the beginning of April.

The committee in reviewing and recommending the proposals should use the following criteria (Each criterion shall be evaluated using an appropriate rubric):

4.1 Start-up Grants:

- The Significance of the proposed Research Project
    - The Alignment of the Proposed Research Project with IUB's Research Priorities
    - The Relevance of the Proposed Research Project for the Educational and/or Service Missions of the Respective Schools (as determined by the SRC)
- Collaborations (applicable only for the particular Start-up Grant)
    - University Collaboration
    - Reputation of the University collaborating with
    - Industry Collaboration
- Research Project Plan and its Potential for receiving Research Grant in the next Award cycle
    - Research Project Plan
    - The potential of the proposed Start-up Project to be submitted as a Research Project for the next award cycle
- Background of the Researcher

    - Measure and Quality of Publications/Research Output of the Researcher
    - Citation Count (based on number of citations in Google Scholar) of the Faculty Member
- Budget
    - Itemized Budget
- Student involvement in the Project
- Potential Conflict of Interest

4.2 Research Grants:

- The Scholarly Merit and Significance of the Proposed Research Project
    - The Alignment of the Proposed Research Project with IUB's Research Priorities
    - The Relevance of the Proposed Research Project for the Educational and/or Service Missions of the Respective Schools (as determined by the SRC)
    - Evaluating Research Project's Potential for Scholarly Contribution and Impact
    - Description and Research Methodology of the Proposed Research Project
    - Other Sources of Funding (External) in addition to proposed funding from IUB
- Expected Research Output
- Background of the Principal Investigator
    - Measure and Quality of Publications/Research Output
    - Citation Count (based on number of citations in Google Scholar) of the Faculty Member
    - Previous IUB funding received by the Principal Investigator
- Background of the Co-Principal Investigator(s)
    - Measure and Quality of Publications/Research Output
    - Citation Count (based on number of citations in Google Scholar) of the Faculty Member
- Collaborations

    - University Collaboration
    - Reputation of the University collaborating with
    - Industry Collaboration
- Research Project Plan and Fund Management
    - Research Project Plan
    - Itemized Budget
- Student involvement in the Project
- Potential Conflict of Interest

4.3 Conference Participation Grants:

- Significance of participation in the Conference
    - The importance and relevance of the topic of the conference for the Research, Educational and/or Service Missions of the Respective Schools(as determined by the SRC)
    - The extent to which attending this conference will help the participant's professional development
- Participating Details
    - The nature of participation at the conference
    - Reputation of the Conference
- Budget
    - Itemized Budget
- Equitable distribution of the conference participation funds among the faculty members

For Startup Grants and Research Grants, URC makes the final decision regarding approval after the proposal has been recommended by the SRC. Approvals for Conference Participation grants within the limit of Tk. 1, 50,000 for individual participant and within School budget are made by the SRC. Any proposal for Conference Participation Grants above Tk. 1,50,000 must be forwarded to the URC and final decision is made by URC. For approvals within Tk. 1,50,000 individual limit but beyond the total budget of the school for conferences, the URC makes the final decision.

University Research Committee (URC)

The University has the University Research Committee (URC). The composition of URC is as follows:

Vice Chancellor or in his absence the Pro-Vice Chancellor	Chairman
Pro-Vice Chancellor	Member
All the Deans of the Schools	Members
Two Trustees (To be nominated by the Board of Trustees)	Members
Registrar	Member Secretary

The URC has the authority for reviewing Start-up Grant Proposals and Research Grant Proposals and outcomes, obtaining information and monitoring of the Conference Participation Grants. After URC receives the proposals from Sponsored Research, URC makes the recommendation by beginning of May. URC submits the evaluated proposals to the Academic Council. The Academic Councils approved proposals are sent to the Syndicate by mid of May and the Syndicate makes the decision by end of May. The Syndicate approved proposals are submitted to the BOT and final decision is made by end of June. After the final approval, Schools will be informed about all the approved Start-up Grants and Research Grants for making potential amendments in their budget.

The URC will meet once every trimester. While evaluating the proposed Start-up and Research projects, the URC will use the same criteria (using the rubrics) as the SRC. Additionally, the URC shall consider appropriate fund distribution among the Schools.

After a proposal for Start-up Grant and Research Grant has been approved by the BOT, a formal agreement shall be signed by the Principal Investigator and the Vice Chancellor.

5. Research Project Implementation:

5.1 Effective Starting Date:

The start date stated on the proposal after approval by BOT will be considered as official project starting date. The Finance and Accounts Department shall create an account head after the project is approved.

5.2 Budget and Expenses:

Project implementation and utilization of funds must be done according to the approved budget. In case of expenditure over the approved budget a prior approval is needed from following same procedure as initial approval of the Grant.

All claims for expenditure should be made on the prescribed form and as per the policy of Finance and Accounts Department. Prior approval must be taken to ensure that budget is available.

5.3 Travel Expenses:

All the travel expenses should be approved ahead of time and all IUB regulations and guidelines need to be followed for travel related activities.

5.4 Purchase of Equipments, Materials and Supplies:

Although the purchase of equipments, materials, chemicals, gadgets and supplies shall be done as per the procedure outlined in the Purchase Manual, it is the prerogative of the Principal Investigator to choose the type/brand/make/model of the goods, services and service providers within the budget. Project assets, equipments, software, and other research infrastructures purchased with Research Grants must be inventoried under the respective schools, and is considered the property of the IUB. On completion of the research project, purchased research infrastructure may remain with the department housing the project, or be transferred to central stores or the library for future use.

6. Reporting Process:

Acceptance of a Grant implies accountability of the Principal Investigator (or the participant in the case of Conference participant Grant) to achieve the goals set out in the proposal. Thus, periodic monitoring shall be conducted through appropriate reporting to the URC through the Sponsored Research.

Since the reporting process is different for each different type of Grants the details are mentioned below:

6.1 Start-up Grants:

After the end of the grant period the researcher needs to provide a Final Report. The Final Report must be submitted within one month of the project completion date. Sponsored Research collects the reports and sends them to SRC for evaluation. The Final Report should include (but not limited to) the following:

- Project Title
- Project Start Date
- Date of Completion
- Principal Investigator Information
- Content of the Final Report:
    - Theoretical Background
    - Description of all activities undertaken
    - Description of the outcomes (e.g. questionnaire development, a pilot study etc.)
    - An explanation of how this will lead to Research Grant Proposal in the next award cycle
- Any kind of variation from the original Research Proposal submitted
- Information regarding collaboration within IUB during the Start-up
- Information regarding other University and/or Industry collaboration during the Start-up
- Information regarding student involvement in the project
- Fund Utilization

6.2 Research Grants:

For one year long research projects no periodic progress report is required; only a Final Report after completion of the research is required. If the research project is for two years or

longer period of time, a Periodic Progress Report at the end of each year and a Final Report after completion are necessary.

Periodic Progress Reports shall be submitted to Sponsored Research online in specific 'Research Project Progress Report Forms'. The Sponsored Research will send it to SRC for evaluation. The purpose of Periodic Progress Report is to assess the implementation of the project plan according to the application. In case of Periodic Progress Reports, if there are major deviations in the implementation the SRC shall inform the URC through Sponsored Research. A summary of the reports will be submitted to URC for information.

Final Reports are more detail reports that shall be submitted after the completion of the research work, to document progress in achieving the research goals and deliverables such as publications and knowledge transfer. The Final Report should include (but not limited to) the following:

- Research Project Title
- Principal Investigator Information
- Co-Investigator(s) Information(if applicable)
- Project Start Date
- Amount Awarded
- Date of Completion
- Content of the Final Report:
    - Literature Review
    - Research Questions
    - Hypotheses
    - Instruments
    - Sample
    - Procedure
    - Results
    - Discussion
    - Conclusion
- Information regarding collaboration within IUB for the Research Project
- Information regarding other University and/or Industry collaboration
- Information regarding student involvement in the project
- Details of External Funding other than IUB Funding (if applicable)

- Outcomes resulting or expected to result from the Research Project (e.g. Peer Reviewed Journal Paper(s), other Journal Paper(s),Book, Book Chapter(s), Conference Presentation(s), Conference Paper/ Abstract(s), others with details
- Status of the outcomes (e.g. submitted, will submit)
- Details of the Journal/Publisher/Organizer
- Expected date of Publication
- Industry/ Community improvement outcomes(e.g. Patents, Industry Applications, Seminars, Workshops, Community engagement/initiatives, others) with details
- Other outcomes (e.g. new theory development, potential for new Research studies, potential impact on new policies, usefulness of the research for faculty/students/administration etc.)
- A detailed account of the expenditure of the Research Project funds

The Final Report must be submitted to Sponsored Research within two months of the project completion date and it is subsequently sent to the SRC for evaluation. A Summary of the evaluations of the final reports shall be presented to the URC.

6.3 Conference Participation Grants:

The participant shall submit a report in the prescribed Form within one month of the conference participation. Along with description of utilization of funds the report shall contain the outcome of conference participation. The Sponsored Research will collect the reports and submit them to the SRC for evaluation.

7. Final Report Evaluation Process and Outcome Follow up:

Evaluation will be based on the Final Reports. Thus, final evaluation will be conducted for all research projects and conference participation. All the evaluation of the outcomes will be done by SRC. The evaluation will be communicated to Sponsored Research. Sponsored Research will provide a summary of all the Final Report Evaluations to URC and subsequently to Academic Council, Syndicate and BOT.

The Final Report also acknowledges the closing off of financial accounts associated with the research project. In the Final Report the future outcomes (e.g. journal publications, book publications etc) need to be specified and Sponsored Research needs to be informed whenever that is achieved.

The evaluation process will be undertaken by the School Research Committee using similar criteria used for the reviewing proposal and tables, as follows:

7.1 Start-up Grants:

For evaluating the projects using Start-up grants the committee will evaluate on the basis of the following criteria:

- Completeness of the Report
- Quality of the Final Report
- Potential of the Outcome as the starting point for Research Grant Application in the next award cycle

7.2 Research Grants:

The following evaluation criteria shall be used by the School Research Committee:

- Completeness of the Report
- Quality of the Final Report
- Expected Scholarly Outcomes
- Industry/Community Improvement
- Other Outcomes

7.3 Conference Participation Grants:

For evaluating the Conference participation the School Review Committee will consider the following along with the utilization of funds:

- Comparison of delivery and approved deliverables from the Conference
- Other Outcomes
- Awards received by the participant

The outcomes must be documented in the Sedona systems and that must be done by the Principal Investigator/Participant. All the documented outcomes will be used for respective researcher/participant appraisal and future funding.

III. Administration and Review:

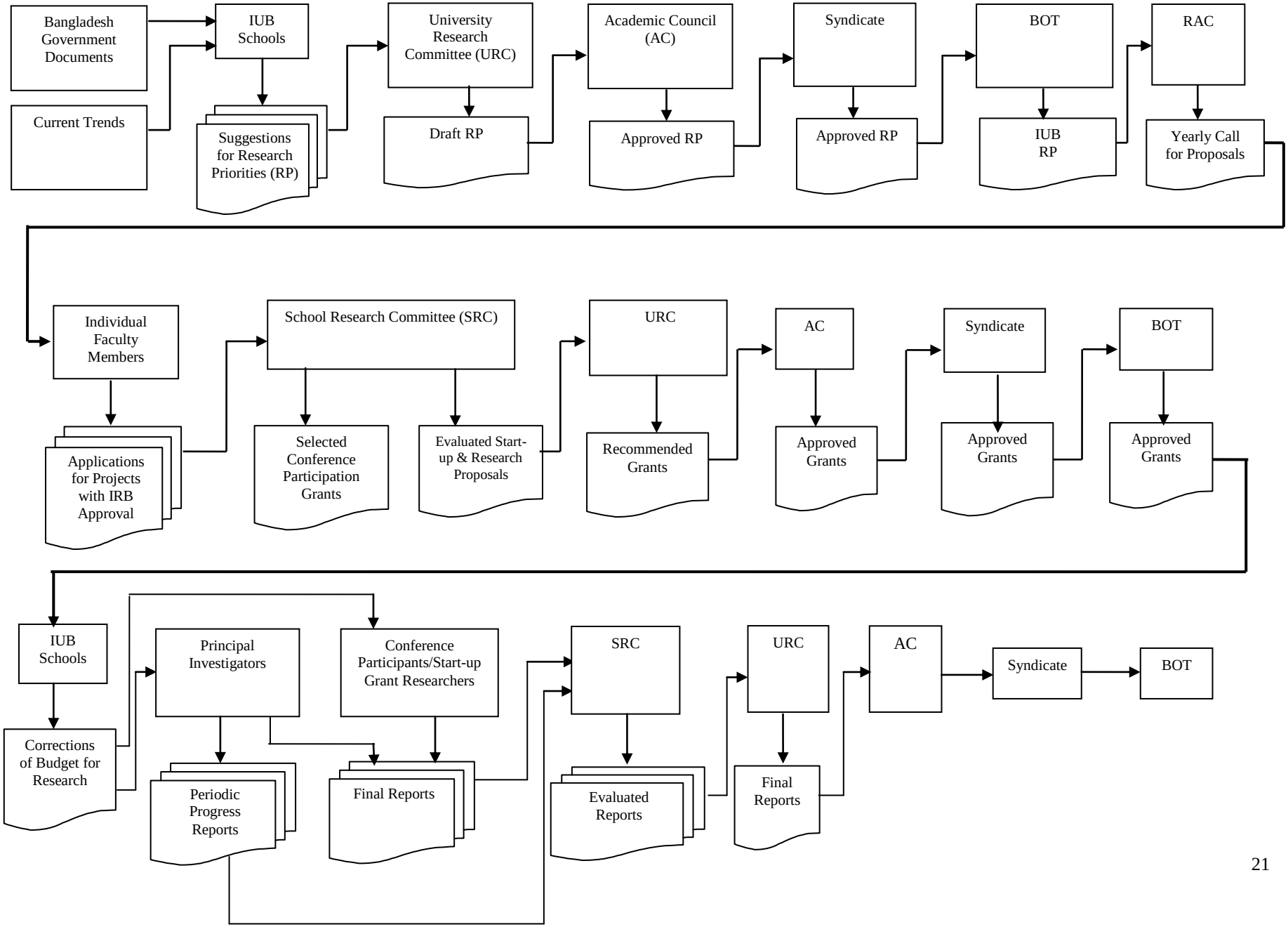
The Sponsored Research has the responsibility for the overall administrative oversight of the whole process of research projects and agreements, contracts, or grants that result from successful proposals.

Simultaneously the office has the authority to keep a track of the financial management/continuous review of the funds utilization. The Finance and Accounts Department will manage and maintain the financial part of the grants for research or project.

To ensure that sponsorship in any given situation is appropriate and that control can be maintained, all proposals for research grants and reports must be done on specific formats using appropriate forms in the IUB website.

After completion of each cycle a summary report consisting the outcomes, process, limitations of the whole research administration process will be documented and submitted to the URC and then to Academic Council, Syndicate and BOT by Sponsored Research. Areas of further improvement identified in this report will be used as an input for revision of the policy.

Appendix A: Sponsored Research Process Flowchart


Bangladesh Government Documents
Current Trends
IUB Schools
Suggestions for Research Priorities (RP)
University Research Committee (URC)
Draft RP
Academic Council (AC)
Approved RP
Syndicate
Approved RP
BOT
IUB RP
RAC
Yearly Call for Proposals
Individual Faculty Members
Applications for Projects with IRB Approval
School Research Committee (SRC)
Selected Conference Participation Grants
Evaluated Start-up & Research Proposals
URC
Recommended Grants
AC
Approved Grants
Syndicate
Approved Grants
BOT
Approved Grants
IUB Schools
Corrections of Budget for Research
Principal Investigators
Periodic Progress Reports
Conference Participants/Start-up Grant Researchers
Final Reports
SRC
Evaluated Reports
URC
Final Reports
AC
Syndicate
BOT

Appendix B: Sponsored Research Process-Gantt Chart

Activities	July	August	September	October	November	December
Schools propose Suggestions for IUB Research Priorities (RP)						
Sponsored Research (SR) summarizes the suggestions						
URC reviews and approves the RP						
Academic Council (AC) reviews and approves RP						
Syndicate reviews and approves RP						
BOT approves RP for inclusion in Yearly Call for Proposals						

	January	February	March	April	May	June
Yearly Call for Proposals						
Faculty members apply for Grants						
SR compiles and sends Proposals to School Research Committee(SRC)						
SRC reviews and ranks the proposals						
URC evaluates and submits it to the AC						
AC approves and submits it to the Syndicate						
Syndicate approves and submits to BOT						
BOT gives the final approval						