

ORA-00-02.01 Definition(s)

“Sponsored programs” refers to scholarly, professional, and creative activities that University personnel conduct with support from external funding instruments such as grants, contracts, cooperative agreements or other agreements.

ORA-00-02.02 Conditions Regarding Sponsored Programs

Any one of the following conditions is sufficient to define an activity as a sponsored program:

Conditions Concerning the Nature of the Agreement/Activity

- A formal proposal exists, requiring the endorsement of a University-authorized official
- Progress, technical, final reports, and/or other exchanges are required
- The proposed activity binds The University to a specific delivery of work—including service—to a sponsor
- The activity has a specified performance period or completion date
- The agreement for the activity contains compliance terms and conditions
- The agreement for the activity contains provisions for confidentiality and/or indemnification
- The testing/evaluating of proprietary products is involved

Conditions Concerning Financial/Institutional Involvement

- Budgeting, expenditures, financial reporting, and/or performance may be subject to internal, external or regulatory audit
- Billing, separate accounting procedures, and/or reports of expenditures are required
- Reimbursement/payment is contingent on completion of specified activities
- Unless otherwise agreed-to, unexpended funds must be returned to the sponsor at the end of the activity
- Cost sharing/cash matching is involved in the performance of the activity
- The activity includes budgeted indirect costs
- The activity involves disposition of property, whether tangible or intangible, that may result from the activity (e.g., equipment, inventions, copyrights or rights in data)

A Sponsored Program is Not:

- A voluntary donation—i.e., the donation transmittal information does not include any of the conditions defining a sponsored program
- A voluntary donation of funds given irrevocably
- A voluntary donation of personal property (e.g., cash, securities, books, equipment) provided by a donor without expectation of tangible or economic (except tax) benefit
- The transfer of property with no implied responsibility on the part of The University, The

University of Akron Research Foundation or the University of Akron Foundation, to provide the donor a product, service, technical or scientific report, intellectual property rights, or other exchanges

- Donations of real estate, even if initially dedicated for a specific sponsored program
- Funds received directly by a faculty member (e.g., NEH Summer Fellowships)
- A project conducted as an external professional activity for pay
- Honoraria—funds given directly to a University employee by agreement, not requiring administrative endorsement
- Non-technical services to external organizations (e.g., lodging and food service to groups on campus; meeting facilities; sporting events)
- Fellowships and/or scholarships without a service component

ORA-00-02.03 Purpose

The Office of Research Administration (ORA) is responsible for ensuring compliance with federal and state laws and University policies; to clarify submission procedures and processing of awards for external sponsored program funds, and to ensure a uniform University administrative process.

ORA-00-02.04 Processing Procedures

1. Contracts and agreements, as noted above must be formally approved by The University of Akron Board of Trustees (or assigned designee). Without such approval, liability may shift from The University to the signee.
2. Prior to award acceptance, all activities involving a commitment of University resources (*including University personnel*) subject to the definitions above, must be reviewed and approved by the Office of Research Administration.
3. All sponsored program funds expended by University personnel for the conduct of University sponsored programs shall be expended from a University grant account.
4. All sponsor billings shall be coordinated through the Office of Research Administration.