

SOM- Department of Obstetrics and Gynecology	TITLE: Grants and Contracts – How to Begin	Policy: FI002
Department Guideline	Date: October 3, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

Individuals who are key representatives within their departments that track funds applicable to grants, contracts, research, and other accounting processes within OB/GYN are responsible for the following:

### I. Grants and Project Funds

You are required to become familiar with the MGC intranet site in order to understand the flow of information and how this is applicable to your particular area. The link to the Division of Sponsored Program Administration URL is: <http://www.mcg.edu/spa/>.

- a. Please note before checks, funds, research monies can be received it is mandatory that all steps be adhered to in order to comply with the policies of the Division of Sponsored Program Administration.
- b. The **Division of Sponsored Program Administration** serves as the principal interface between the Medical College of Georgia and external agencies providing sponsored program support, including the [Medical College of Georgia Research Institute](#) (MCGRI). It is responsible for the complete range of sponsored program management, including pre-award responsibilities for coordination of routing, review, and institutional approval of proposals and applications; award receipt and account establishment; re-budgeting and institutional prior approval; and account closeout activities. The office also is responsible for the development and negotiation of the institution's federal Facilities and Administrative Cost Rate Agreement, for oversight of effort reporting, and for coordination of the routing of institutional agreements not involving funding for approval and presidential signature. It maintains files and records and produces periodic and ad hoc reports concerning funding and regulatory matters, and supports the Office of the Vice President for Research and the MCG Research Institute in regard to development of policies for the conduct of research, intramural research programs including the [Combined Intramural Grant Program](#), the [MCGRI Research Incentive Program](#)
- c. The Medical College of Georgia (MCG) solicits and accepts contracts and grants for research, training, and public service projects from a variety of federal and non-federal sponsors (including industrial and commercial concerns, universities, governments, private foundations, and other organizations). With the acceptance of extramurally funded awards, MCG agrees not only to provide technical or scientific expertise, but also to manage each award in conformance with various fiscal and administrative regulations. Responsibility for managing these grants and contracts is necessarily shared throughout the MCG environment.
- d. The terms and conditions applicable to grants and contracts vary extensively. However, there is a requirement common to all awards: The Principal Investigator and/or staff are responsible for the technical, administrative, and

fiscal management of the project, including responsibility for any applicable subcontracts. In addition, the Department Chair or Center/Institute Director, Dean, and the Division of Sponsored Program Administration pre-award and post-award offices share in various aspects of proposal and award management activities. These responsibilities are discussed below, and summarized in the [table](#) and [matrix](#) that follow the discussion.

- e. Individuals who are accessing or reporting funds via Projects and or grants are responsible for the use of these funds and the use of a P-Card if this is applicable.
- f. There are certain items which may and/or may not be allowed to be purchased using grant and or research funds. Always double check this information by contacting the Department Manager, Business Manager and or the Grants and Contract contact for the project.
- g. All travel requests and attendance to various workshops and conferences must also meet the criteria that the training or attendance will be beneficial to the work or support of the grant.
- h. Funds from one grant may not be applied to travel or expenses to another grant. This is not allowed and the funds are not transferable.

## **II. New Award Start Up Meetings**

- a. Start-up or new award meetings conducted by the Division of Sponsored Program Administration will continue to be offered to all Principal Investigators (PI) who receive new awards. However, effective 6/2/2005, attendance by the Principal Investigator (PI), while still strongly encouraged, will only be required in the following situations:
  - b. Faculty members/Pis who previously have not attended a start up meeting, including Pis who have transferred to the Medical College of Georgia. Attendance will be required for each type of new award received (e.g., research grant, clinical trial agreement, etc.)
  - c. Funded Pis who receive an atypical award (e.g., training, program project grants, or an RO1 when previous extramural support has been clinical trials, etc.).
  - d. All Pis will be notified via email either that a start-up meeting is required (if the award falls into one of the categories listed above) or that the PI may request that a new award meeting be scheduled if desired. If the new award meeting is not required, specific information pertaining to the award (i.e. title, award number, project period, highlights of important clauses/regulations, etc.) will be included in the email.
- e. Individuals assigned to manage the project (scientific and financial) must attend all required new award meetings. Attendance by department managers is highly encouraged and may be in addition to the PI in the situations listed above or in lieu of the PI when attendance by the PI is not required.

## **III. How do I request travel when accessing grant and project funds?**

### **a. Funds to Travel to Important Meetings**

Limited funds are available from Research Administration to support faculty travel that can be demonstrated to enhance the likelihood of extramural funding (e.g. attendance at a key meeting or travel to Bethesda or elsewhere to meet with a

program director). Contact Frank A. Treiber, [ftreiber@mcg.edu](mailto:ftreiber@mcg.edu), to discuss whether you are eligible for one of these travel stipends.

- b. **Funds to Travel to Seminars, conference or meetings via dept. level.**  
You must submit an MCG Travel Request and all departmental forms associated to the travel to obtain approvals at the department level.
- c. If the travel has been deemed as out of the United States the request must also be approved by the Dean's office. All requests are to be processed to allow routing and approval time.
- d. Once all forms have been approved you may contact Morris Travel and ask that your flights to be billed using the MCG Corporate Account.
- e. You must retain all original flight passes or tickets with invoices if these are sent direct to the employee.

#### **IV. What is the Office of Clinical Investigative Services?**

- a. The Office of Clinical Investigative Services is the initial point of contact for corporate sponsored research at the Medical College of Georgia and MCG Health Systems. The Office assists physicians, faculty and staff to pursue clinical investigation, improve the overall quality of research, and facilitate new clinical investigation at MCG and MCG Health Systems.

#### **V. What is the Office of Human Research Protection?**

- a. The Office of Human Research Protection (OCTC) provides an internal monitoring function and educational forum for the Medical College of Georgia to assure that all clinical studies utilizing human subjects and/or human derived materials comply with federal, state and institutional regulations and policies to protect research subjects, the university and the research team.
- b. Their function is to assure that:
  - Clinical trials are conducted according to conditions approved by the Human Assurance Committee (HAC).
  - Personnel are appropriately trained and that periodic training is available to maintain competency. Individualized training is available for faculty and research staff as needed.
  - Data are appropriately managed so that any aspect (HAC approval, subject recruitment, financial records) of the study can be reviewed in a timely manner.
- c. Their goal is to work closely with members of the Medical College of Georgia community to improve the overall quality of clinical research and to facilitate the application and approval process.

#### **VI. Who is the Human Assurance Committee HAC (Institutional Review Board)**

- a. The Human Assurance Committee reviews **all** research studies involving [human subjects](#) including but not limited to records, surveys, tissues or other human derived materials conducted MCG, MCG Health Inc, and Augusta's Department of Veterans Affairs Medical Center. The committee also reviews off-campus research conducted by faculty, staff or students of those entities and non-MCG researchers using MCG facilities.
- b. The **HAC** meets on the fourth Monday of each month except for May and

December.

- c. The **Application Process** is listed in detail at the following URL: [Human Assurance Committee Policies and Procedures](#) and [HAC Forms](#) at: <http://www.mcg.edu/research/octc/hacforms/hacforms.htm>  
Contact the HAC administrative office at (706) 721-3110.
- d. The HAC administrative office (CJ-2103) must receive research proposals submitted for full review by 4 p.m. on the second Monday (or Tuesday if Monday is a holiday). Incomplete applications will not be reviewed.
- e. Please note: No research activity on humans or human-derived materials may begin or research subjects contacted until final HAC and/or Division of Sponsored Program Administration approval. If the Veterans Administration Medical Center is an approved site, Research and Development Committee is required. If the research is funded, Augusta Biomedical Research Corporation approval is granted in writing. The National Institutes of Health generally allows 60 days from the date of application receipt to receive final HAC approval. The investigator must submit an application to the HAC in adequate time for review and approval. The investigator must notify the NIH [or other granting agencies] for final HAC approval.
- f. **Periodic Reviews** are required to be followed when: All human research projects are required by federal law to be reviewed annually. Investigators will receive a Clinical Study Status Report [[HAC Form 107](#)] two months prior to the due date. If the project is not re-approved by the HAC, approval of the study will be terminated and all activities must halt.
- g. **Emergency Exemptions** The Food and Drug Administration [FDA] permits the emergency use of investigational drugs, devices or biological products on one-time basis for human subjects in a life-threatening situation in which no standard acceptable treatment is available, and there is insufficient time to obtain full HAC approval.

## VII. How Do I Process Meal or Meeting Expenses that support a Grant or Project Activity?

- a. Please review the attached pdf file to assure compliance: <http://www.mcg.edu/SPA/forms/MCGRIReimbursementMeals.pdf>
- b. Before using your P-Card to authorize meal expenses to support any project or research activity you must obtain prior approval from Donna Rayner (drayner@mail.mcg.edu).

### Attached Forms:

- Extramural Grant and Contract Agreement Routing Form (4 Pages)
- Intramural Routing Sheet (2 Pages)
- Utilization of Residual Funds in Sponsored Grants and Contracts Accounts (1 Page)
- MCG Health, Inc. Internal Budget Form Industry Sponsored Clinical Trials (3 Pages)
- MCG Health, Inc. Internal Budget Form Categorical (4 Pages)

All of the above forms are located on the Division of Sponsored Program Administration website.