

Guide/Checklist for all Externally-Funded Grants, Partnerships and Projects in DAAP (Effective April 2005)

Before planning or negotiating any externally-funded work in the College, whether a grant, project, studio, gift, research effort, collaborative agreement, or anything else that involves shared work, funds, or interests, it is necessary to consult with your School Director, and to consider all the following topics. Advice, guidelines, and examples are available on all of these through the Associate Dean for Research and Graduate Studies, the CDRI, and in collaboration with other expertise in the College and University. Allow enough time for these necessary consultations and to get signatures on the required Cover Sheet.

- 1. Public and Private Funding Sources:**
This question determines whether project development, guidance, and support processes should be routed through the [University's Office of Sponsored Programs <www.research.uc.edu>](http://www.research.uc.edu), the UC Foundation through [Pattie Charles <pattie.charles@uc.edu>](mailto:pattie.charles@uc.edu), or the Associate Dean's Office.
- 2. Specifying and Owning the Outcomes:**
These questions also affect what kind of agreement format should be developed, and who within the College and University needs to be involved in the project planning process.
- 3. Building a Budget:**
Be sure to include realistic projections of faculty time and effort, fringe benefits costs, facilities and infrastructure, space, software, materials and supplies, student and staff support, travel, publication and dissemination, and overhead. (When these exceed the sponsor's ability to pay, an "in kind cost share" can be indicated.) Work with Bob Willis [<robert.willis@uc.edu>](mailto:robert.willis@uc.edu) to develop the budget in the required format.
- 4. Budget "Loading" or Overhead:**
All budgets need to reflect necessary administrative and support costs for Schools, Centers, the College, and the University; these are real costs and there are ways to maximize our effective use of them.
- 5. Intellectual Property:**
All agreements require clear language about who will own any original ideas that may be produced, whether intended or not; and how the students, the unit, the sponsor, and the university can best share in any value created. For information, contact the [UC-IP office <www.ipo.uc.edu>](http://www.ipo.uc.edu). If there might be some commercialization potential, then also contact the [Office of Entrepreneurial Affairs <http://webcentral.uc.edu/entrepreneur>](http://webcentral.uc.edu/entrepreneur) or the [College of Business <www.business.uc.edu/ceer>](http://www.business.uc.edu/ceer).
- 6. Liability, Conflict-of-Interest, etc.:**
Anticipate any other legal issues that may be specific to the kind of work involved, or where or by whom it's getting done, in consultation with the University's staff experts in these areas.
- 7. Scope and Timeline:**
Clarify when and how the project will proceed and end, what the work plan, process steps, and outcomes will be, and what each party's involvement, responsibilities, and expectations will be.

For clarification of any of these topics, to explore opportunities or procedures, or to obtain a copy of the required Cover Sheet, contact the [Associate Dean for Research and Graduate Studies John Hancock <john.hancock@uc.edu>](mailto:john.hancock@uc.edu).