

# University of New Hampshire

## Sponsored Programs: Policies, Procedures, Forms, and Guidance

Updated on June 18, 2008

### Additional Pay

Policy: <http://usnholpm.unh.edu/UNH/V.Pers/F.htm#7>

Procedures: <http://www.unh.edu/hr/pdfs/additional-pay-procedures.pdf>

Form to Request Approval of Faculty Supplemental Effort and Pay:

<http://www.unh.edu/hr/pubs-frm.htm#supp>

Form to Request Additional Pay for Administrative Stipend or Specialized Services:

<http://www.unh.edu/hr/pubs-frm.htm#supp>

### Animals, Care and Use of Vertebrate

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/G.htm>

Forms: <http://www.unh.edu/osr/compliance/application>

### Classified Work

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/B.htm>

### Competitive Bidding

USNH Board of Trustees Property Policy, Property Acquisition

<http://usnh.unh.edu/OLPM/BOT/VI.Prop/B.htm>

USNH Financial and Administrative Procedures, Procedure 6-001: Purchasing Policy

<http://www.finadmin.unh.edu/pol%5Fproc/chapter%5F06/pro06%5F001.html>

USNH Purchasing & Contract Services Home Page: Bidding Information

<http://www.unh.edu/purchasing/bidinfo.html>

### Conflict of Interest

USNH Board of Trustees Conflict of Interest Policy Statement

<http://usnh.unh.edu/OLPM/BOT/III.Admin/I.htm>

USY Conflict of Interest Policy

<http://usnh.unh.edu/OLPM/USY/V.Pers/D.7.htm>

See also Financial Conflict of Interest in Research.

### Cost Accounting Standards Disclosure Statement (DS-2)

<http://www.finadmin.unh.edu/casb/index.html>

### Cost Sharing on Externally Sponsored Programs

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/M.htm>

Procedures: [http://www.unh.edu/osr/policies/support/cost\\_sharing\\_procedures.pdf](http://www.unh.edu/osr/policies/support/cost_sharing_procedures.pdf)

Internal Approval Form:

[http://www.unh.edu/osr/misc/support/unh\\_sponsored\\_program\\_proposal\\_internal\\_approval\\_forms.doc](http://www.unh.edu/osr/misc/support/unh_sponsored_program_proposal_internal_approval_forms.doc)

Third Party Documentation Form:

[http://www.unh.edu/osr/policies/support/3rd\\_party\\_cost\\_share\\_documentation\\_%20form.xls](http://www.unh.edu/osr/policies/support/3rd_party_cost_share_documentation_%20form.xls)

### Cost Transfers on Externally Sponsored Programs

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/R.htm>

Procedures: [http://www.unh.edu/osr/policies/support/cost\\_xfer\\_proc.pdf](http://www.unh.edu/osr/policies/support/cost_xfer_proc.pdf)

### Data (Research), Ownership and Management of

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/C.htm>

FAQs, Forms, Training, Guidelines: <http://www.unh.edu/osr/compliance/data.html>

Research Data Agreement Template for Sponsoring PIs and Students:

[http://www.unh.edu/osr/compliance/support/data\\_ag\\_sponsoring\\_pi.rtf](http://www.unh.edu/osr/compliance/support/data_ag_sponsoring_pi.rtf)

Research Data Agreement Template for PIs & Research Group Members:

[http://www.unh.edu/osr/compliance/support/data\\_ag\\_pi.rtf](http://www.unh.edu/osr/compliance/support/data_ag_pi.rtf) (MS Word)

#### Effort Certification

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/N.htm>

Procedures: [http://www.unh.edu/osr/policies/support/effort\\_reporting\\_procedures.pdf](http://www.unh.edu/osr/policies/support/effort_reporting_procedures.pdf)

#### Embargoes

See Export Controls.

#### Export Controls

Export Control and Embargoes Management Systems

[http://www.unh.edu/osr/export/support/unh\\_export\\_control\\_and\\_embargoes\\_systems.pdf](http://www.unh.edu/osr/export/support/unh_export_control_and_embargoes_systems.pdf)

See Classified Work. Also see Openness, Access, and Participation in Research and Scholarly Activities.

#### Facilities & Administrative Costs (F&A) Guide

[http://www.unh.edu/osr/policies/support/fa\\_guide\\_web\\_version\\_4-10-06.doc](http://www.unh.edu/osr/policies/support/fa_guide_web_version_4-10-06.doc)

#### Facilities and Administrative (C&A) Costs Waivers on Externally Sponsored Programs

Policy: [http://www.unh.edu/osr/proposals/support/fa\\_cost\\_waiver\\_policy.doc](http://www.unh.edu/osr/proposals/support/fa_cost_waiver_policy.doc)

Procedures: [http://www.unh.edu/osr/policies/support/fa\\_cost\\_waiver\\_proced.doc](http://www.unh.edu/osr/policies/support/fa_cost_waiver_proced.doc)

Form: [http://www.unh.edu/osr/proposals/support/fa\\_cost\\_waiver.xls](http://www.unh.edu/osr/proposals/support/fa_cost_waiver.xls)

#### Financial Conflict of Interest in Research

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/E.htm>

Form: [http://www.unh.edu/osr/compliance/support/unh\\_conflict\\_of\\_interest.pdf](http://www.unh.edu/osr/compliance/support/unh_conflict_of_interest.pdf)

See also Conflict of Interest.

#### Gifts or Donations

Policy: <http://usnholpm.unh.edu/UNH/III.Admin/Foundation.htm>

Procedures: <http://usnholpm.unh.edu/UNH/III.Admin/Foundation.htm>

Gifts, Policy on the Receipt of: <http://usnholpm.unh.edu/UNH/III.Admin/C.htm>

#### Grants, Contracts, Other Sponsored Agreements

Policy: <http://usnholpm.unh.edu/UNH/IV.Fin/B.htm#1>

Procedures: <http://usnholpm.unh.edu/UNH/IV.Fin/B.htm#1>

Forms: [http://www.unh.edu/osr/proposals/proposals\\_main.html#iaf](http://www.unh.edu/osr/proposals/proposals_main.html#iaf)

#### Human Subjects in Research, Use of

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/F.htm>

Applications, Forms, Resources: <http://www.unh.edu/osr/compliance/irb.html#application>

#### Industrial Consortia

Policy: [http://www.unh.edu/osr/policies/support/ind\\_cons\\_policy.doc](http://www.unh.edu/osr/policies/support/ind_cons_policy.doc)

Procedures: [http://www.unh.edu/osr/policies/support/ind\\_cons\\_proced.doc](http://www.unh.edu/osr/policies/support/ind_cons_proced.doc)

Template: [http://www.unh.edu/osr/policies/support/ind\\_cons\\_template.doc](http://www.unh.edu/osr/policies/support/ind_cons_template.doc)

#### Intellectual Property

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/D.htm>

Procedures: Pending

Forms: <http://usnholpm.unh.edu/UNH/VIII.Res/VIII-D-FormA.pdf>

<http://usnholpm.unh.edu/UNH/VIII.Res/VIII-D-FormB.pdf>

#### Internal Approval

Forms: [http://www.unh.edu/osr/proposals/proposals\\_main.html#iaf](http://www.unh.edu/osr/proposals/proposals_main.html#iaf)

#### Major Program/Activity

Guidance Document on OMB Circular A-21: <http://www.unh.edu/osr/awards/support/a21.pdf>

See also Salaries, Wages, and Fringe Benefits Charged to Federally Sponsored Agreements.

See also Supplies Charged to Federally Sponsored Agreements.

#### Material Transfer Agreements

Policy: Pending

Procedures, Forms, Guidance: <http://www.orpc.unh.edu/MTA.htm>

#### Misconduct in Scholarly Activity

Policy: <http://usnholpm.unh.edu/UNH/II.Acad/C.htm>

Procedures: <http://usnholpm.unh.edu/UNH/II.Acad/C.htm>

#### Mission Statement

<http://usnh.unh.edu/OLPM/BOT/II.Acad/H.htm>

#### Not-Fully-Executed Spending Accounts on Externally Sponsored Programs

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/O.htm>

Procedures: [http://www.unh.edu/osr/policies/support/nfe\\_proced.doc](http://www.unh.edu/osr/policies/support/nfe_proced.doc)

Form: [http://www.unh.edu/osr/policies/support/nfe\\_request.xls](http://www.unh.edu/osr/policies/support/nfe_request.xls)

#### Openness, Access, and Participation in Research and Scholarly Activities

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/A.htm>

#### Ownership

See Data (Research), Ownership and Management.

See Intellectual Property.

#### Postdoctoral Appointments

Policy: <http://usnholpm.unh.edu/UNH/V.Pers/C.htm#5.16>

Procedures: Pending

#### Principal Investigator/Project Director, Eligibility for

Policy: Revision pending

Procedures: Pending

#### Procurement/ Purchasing

See Competitive Bidding.

#### Program Income on Grants, Contracts, and Other Sponsored Agreements

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/N.htm>

Procedures: [http://www.unh.edu/osr/policies/support/prog\\_inc\\_procedures.pdf](http://www.unh.edu/osr/policies/support/prog_inc_procedures.pdf)

#### Research Faculty Appointments

Policy: <http://usnholpm.unh.edu/UNH/V.Pers/C.htm#8>

Procedures: Pending

Salaries, Wages, and Fringe Benefits Charged to Federally Sponsored Agreements

Policy: <http://usnholpm.unh.edu/UNH/IV.Fin/B.htm#5>

Procedures: [http://www.unh.edu/osr/policies/support/sal\\_proced.doc](http://www.unh.edu/osr/policies/support/sal_proced.doc)

Signature Authority

<http://www.unh.edu/purchasing/policy/contracting/12-003.pdf>, Article 3

Subagreements

Policy: Revision pending

<http://www.unh.edu/osr/unhlocal/subawd.html>

Form for Subrecipient Invoice Processing Form:

[http://www.unh.edu/osr/policies/support/sub\\_inv\\_app\\_proc\\_bsc.doc](http://www.unh.edu/osr/policies/support/sub_inv_app_proc_bsc.doc)

Supplies Charged to Federally Sponsored Agreements

Policy: <http://usnholpm.unh.edu/UNH/VIII.Res/Q.htm>

Procedures: [http://www.unh.edu/osr/policies/support/supplies\\_proced.doc](http://www.unh.edu/osr/policies/support/supplies_proced.doc)

## **Federal Web Sites for Authorities, Regulations, and Requirements**

Code of Federal Regulations: [www.gprocess.gov/cfr/index.html](http://www.gprocess.gov/cfr/index.html)

DEAR (Energy Acquisition Regulations): <http://farsite.hill.af.mil>

DFAR (Defense Acquisition Regulations): <http://farsite.hill.af.mil>

FAR (Federal Acquisition Regulations): <http://farsite.hill.af.mil>

Federal Register: [www.gpoaccess.gov/fr/index.html](http://www.gpoaccess.gov/fr/index.html)

Office of Management & Budget Circulars: [www.whitehouse.gov/circulars/index.html](http://www.whitehouse.gov/circulars/index.html)

A-21: Cost Principles for Educational Institutions

[http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html)

A-110: Administrative Requirements for Grants and Agreements

<http://www.whitehouse.gov/omb/circulars/a110/a110.html>

A-133: Audits of States, Local Governments, and Nonprofit Organizations

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

Selected items of Cost Contained in OMB Cost Principles Circulars

[http://www.whitehouse.gov/omb/fedreg/2004/040510\\_cost\\_principles.pdf](http://www.whitehouse.gov/omb/fedreg/2004/040510_cost_principles.pdf)

Thomas (legislative information and public laws): <http://thomas.loc.gov>

United States Code: [www.gpoaccess.gov/uscode/index.html](http://www.gpoaccess.gov/uscode/index.html)

## **Other Federal Information Web Sites**

Animal Care (USDA and PHS): [www.aphis.usdfa.gov/ac](http://www.aphis.usdfa.gov/ac)  
[www.nap.edu/readingroom/books/labrats](http://www.nap.edu/readingroom/books/labrats)

Catalog for Domestic Assistance: [www.cfda.gov](http://www.cfda.gov)

Conflict of Interest: [http://grants.nih.gov/grants/policy/coi/nih\\_review.htm](http://grants.nih.gov/grants/policy/coi/nih_review.htm)

Data Access: <http://thecre.com/quality/agency-database.html>

Drug-free Schools: [www.edc.org/hec/dfsca](http://www.edc.org/hec/dfsca)

Excluded Parties: [www.epls.gov](http://www.epls.gov)

Freedom of Information Act: [www.pueblo.gas.gov/cic\\_text/fed\\_prog/foia/foia.html](http://www.pueblo.gas.gov/cic_text/fed_prog/foia/foia.html)

HIPAA Patient Privacy: [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)

Human Research Protection Training (NIH): <http://cme.cancer.gov/c01>

HHS Office of Human Research Protection: <http://ohrp/osophs.dhhs.gov>

NEPA: [www.whitehouse.gov/ceq](http://www.whitehouse.gov/ceq)

Select Agents: [www.cec.gov/od/sap](http://www.cec.gov/od/sap)

## **State of New Hampshire Web Sites for Authorities, Regulations, and Requirements**

State of New Hampshire Statutes On-line

<http://www.gencourt.state.nh.us/rsa/html/indexes/default.html>

New Hampshire Office of Legislative Services (Administrative Rules)

<http://www.gencourt.state.nh.us/rules/index.html>