



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Responsible University Official:
Director, Grants and Contracts
Accounting Services
Responsible Office: Grants and
Contracts Accounting Services
Origination Date: November 1998

RESEARCH GRANTS AND CONTRACTS DEFINITION

Policy Statement

A research application or proposal for grants or contracts that meet the following criteria **must** be processed through the Office of Research Services. Any proposal not meeting these criteria must be coordinated through the Office of Corporate and Foundation Relations within the Office of Advancement.

Reason for Policy/Purpose

The purpose of this policy is to provide guidance on what constitutes sponsored research and to provide guidance on grants and contracts proposal processing.

Who Needs to Know This Policy

Faculty and Staff

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Policy/Procedures

If one or more of the following criteria exist within a grants or contract proposal, it must be processed through the Office of Research Services:

1. The award requires a line-item financial report to the grantor/sponsor at any time during the life of the project.
2. The award has a cost-sharing component (University, school, or department matching funds).
3. The award is one of several to a project for which there is a project-wide financial reporting requirement (i.e., any of the granting/sponsoring entities require a financial report for the entire project).
4. The grantor/sponsor controls the scope of the project and/or requires scientific or technical reporting of specific milestones as a condition of the grant/award.
5. The award includes funds that will be re-granted or subcontracted by the University to non-GW entities.
6. The award includes indirect costs recoveries.
7. The award involves an Intergovernmental Personnel Act (IPA) agreement that places GW personnel on assignment to a Federal agency.
8. The grantor/sponsor states in its award letter that it maintains the right to perform a detailed financial audit of the award expenditures.
9. The proposal indicates a conflict of interest;
10. The proposal contains the use of animals, human subjects, or hazardous agents requiring the review of OHRCTT;
11. There are conditional obligations of the funding indicated in the award document or solicitation (e.g., time and effort, space, budget restrictions, return of unused funds, contingent payments, employment requirements);
12. The award or solicitation contains intellectual property provisions, indemnification, hold harmless, provisions containing restrictions on publication of research results and other contractual provisions that place risk on the University.

Website Address for This Policy

RESEARCH GRANTS AND CONTRACTS DEFINITION

[GW University Policies](#)

Contacts

If you have any questions on this policy, please the Office of Grants and Contracts Accounting Services at (202) 994-7700.

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Don R. Lehman, Executive Vice President for Academic Affairs
Laurel Price Jones, Vice President for Advancement

History/Revision Dates

Origination Date:	November 1998
Last Amended Date:	February 1, 2006
Next Review Date:	February 28, 2009