

Addendum

Implementation Plan for the Center for Business and Applied Research

The Center for Business and Applied Research must operate as a fiscally responsible unit within the greater administrative structure of the University, and in close cooperation with the colleges and other units, including the Department of Finance.

As such, the following guidelines have been established in order to promote both transparency and clarity of expectations regarding the Center and its operation vis-à-vis investigators who may be working on research through the auspices of the Center.


All research proposals which are promoted through the Center must have clear and achievable objectives, budgets and timelines, as well as contingencies for completing the projects even if funding sources have been exhausted. In addition the proposals should identify which existing staff as well as additional staff will be needed, and in what percentage for the project and for how long.

Proposals also must include:

- 1- Remuneration/released time for the principle investigator and additional co- investigators, as well as secretarial and other support staff (generally 1,000 SR/month for the approved duration of the project for the investigators and secretarial support);
- 2- Facilities, equipment, hardware/software, books, journals, stationary/supplies, laboratory furnishings, etc. that will be required to complete the project;
- 3- Student assistants (25SR/hr/budget);
- 4- Transportation for surveys;
- 5- Presentations to conferences (up to two chief investigators) for one local presentation and one international presentation;
- 6- Funds for publications costs;
- 7- External funding vs internal funding requests. The results of the research generally belong to the researcher; for purposes of publication(s) but final report must be submitted to the sponsor unless the University is the primary source of funding, and then contractual agreements must be concluded in advance of the research or the findings belong to the University.
- 8- 6-month progress reports and final report must be submitted to the Center Director.

For **externally funded** projects, the University charges 25% of the total project budget as University Overhead. Further, the primary researcher must submit a status report to the Center Director every six months and upon completion of the project.

THIS ADDENDUM MAY BE MODIFIED AT THE DISCRETION OF THE PRESIDENT:

Signature  Effective Date 10/12/2012

