

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.

A. **YU Funded Proposals** also must include:

- 1- Remuneration 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 each of the investigators, as well as 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 costs for surveys;
- 5- Costs for presentations to conferences (up to two chief investigators) for one local presentation and one international presentation;
- 6- Funds for publications costs;
- 7- The results of the research generally belong to the researcher, for purposes of publication(s), but a 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, otherwise the findings belong to the University.
- 8- Six (6) month progress reports and a final report, upon completion of the project, must be submitted to the Center Director.

B. Externally Funded Proposals also must include:

- 1 - Above stated logistic requirement must be observed.
- 2 - Above University Overhead charges of 25 - 49% of the total project budget as University cost recovery. Further, 15-20% of the total of the grant is for the principal researcher (to be paid out on a prorated monthly basis over the duration of the grant), with 1200-1500 SR/month for each co-investigator, 1,000-1,200 SR/month for administrative support, and 25SR/hour for student workers for the approved duration of the project; amount of the University and staff compensation will depend on the sum of the grant.
- 3 - The results of the research generally belong to the researcher, for purposes of publication(s), but a 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, otherwise the findings belong to the University.
- 4 - Six (6) month progress reports and a final report, upon completion of the project, must be submitted to the provider and a copy to the Center Director.

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

Signature _____



Effective Date _____

Approval by The MOHE