

## **NSHE Sponsored Programs – Requirement to Submit Proposals and Receive Awards for Grants and Contracts Policy**

The procedures outlined herein are applicable to System Administration and its units, including System Computing Services, Nevada Industry Excellence, the Health Sciences System, and the University Press. These procedures include the requirements for submitting grant proposals and the protocols for receipt of grant awards and contracts through the Nevada System of Higher Education (NSHE).

All employees who receive any part of their salary through NSHE System units or whose activities use any NSHE System resources or facilities must submit their proposals for extramural support through the System Sponsored Programs & EPSCoR Office.

This requirement is necessary to insure that all research and other extramurally funded projects conducted by NSHE System employees, or with the use of NSHE System resources or facilities, are approved by the appropriate Authorized Official Representative at the System Sponsored Programs Office and comply with relevant NSHE policies and guidelines, including but not limited to those governing:

- Integrity in research;
- Appropriateness of the activity to NSHE System;
- Protection of human and animal subjects and the environment;
- Use of NSHE facilities;
- Adherence to personnel policies;
- Compensation plans;
- Intellectual property;
- Conflicts of interest;
- Recovery of direct and indirect costs;
- Liability insurance and indemnification; and
- Medical malpractice coverage.

For programs administered by System Administration or its units in collaboration with other organizations, System Administration or its units can be either the prime recipient or a sub-recipient. In all cases, resources required for the administration of the portion of the work that will be directed by System Administration or unit employees must be included in the award document.

For the detailed proposal process, see the Internal *NSHE Sponsored Programs Proposal Process* located on-line at: <http://epscorspo.nevada.edu/grant-management/>.