SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Proposals for Sponsored Programs

NUMBER: Policy 9-5 (formerly Policy IX-10)

The faculty and staff are strongly encouraged to participate in sponsored research, creative activities, and in efforts designed to improve the academic programs, facilities, and equipment of the university. The administration will assist the faculty and staff members in seeking funding for such activities and in utilizing available institutional resources for this purpose.

The Office of Sponsored Programs (OSP) is responsible for the coordination and administration of all applications for research contracts and grants. The Office of Sponsored Programs assists faculty and staff in providing information on possible sponsorship, application formats, budget preparation and deadlines.

The required proposal submission steps are outlined in a separate OSP procedure posted on the SDSM&T research website: https://www.sdsmt.edu/experience/research/research-procedures.html

The Office of Sponsored Programs is solely responsible for final budget approval.

Prior to any proposal submission the following signatures are required:
- Principal Investigator and Co-Investigator(s);
- Heads/Directors of involved departments;
- Center or Special Laboratory Director, if applicable;
- Provost
- Vice President for Research

Other Provisions:
1. For certain proposals there is a limit to the number of applications which may be submitted per institution. For assistance and information regarding the procedures involved in requesting funds for such grants, please contact the Vice President for Research.
2. If a proposal requires confidential treatment of the results of proposed research, or the use of information proprietary to the sponsor, PIs are required to discuss appropriate measures with the Vice President for Research. It is the general policy of SDSM&T not to become engaged in classified work requiring federal security clearances.

SOURCE: Research Affairs, Revised May 2015 – Supersedes all previous versions