

Series 205 Office of Sponsored Programs | Institutional Review Board

The Office of Sponsored Programs & the USU HRPP

The Office of Sponsored Programs (commonly referred to as “SPO”) at Utah State University is an important contributor to the Human Research Protections Program at Utah State University. Its mission is to enhance and facilitate research and other sponsored activities by providing the University community with professional and effective administrative expertise in the management of sponsored projects, while preserving the rights and interests of the University, the researcher, the sponsor, and the community. It liaises with the Human Research Protections Office on all matters relevant to the protection of human research participants during the proposal, award, and closeout process.

Roles & Responsibilities Related to the HRPP

Proposal & Setup

The Office of Sponsored Programs at USU submits sponsored research proposals to external funding entities, negotiates the terms of those agreements consistent with the mission and goals of the HRPP (and other applicable laws and policies), and arranges for the establishment of appropriate financial accounts (indexes) when a project is awarded and all compliance requirements have been met. During the proposal process, SPO reviews the submission to ensure that the compliance needs (IRB, IACUC, IBC, Environmental Health and Safety, etc.) have been identified. Proposals with human research participants are routed as “FYI only” actions to the Human Research Protections Office. During the setup process, SPO confirms that the appropriate compliance approvals, trainings, disclosures, and other institutional needs are in place prior to releasing the award funds, or that an adequate justification exists for award setup prior to compliance approvals/trainings/disclosures being finalized.

The Conduct of the Research

To ensure adequate oversight of the sponsored project, SPO obtains and records information about the project activity at intervals appropriate to the scope of the project. Information relevant to the protection of human research participants is timely communicated to the Director of Human Research Protections, who also monitors the awards management system (Kuali) for information relevant to the protection of human research participants as necessary.

Closeout of Sponsored Research

The Office of Sponsored Programs works with the Principal Investigator to ensure proper award closeout at the end of an award period. They maintain records regarding closeouts, data management plans, extensions, and final reports. Information relevant to the protection of human research participants obtained during the closeout period is timely communicated to the Director of Human Research Protections. PIs are responsible for ensuring proper award and protocol closeout when their work on a sponsored project comes to an end; protocol closure should be completed in line with the requirements articulated in SOP 410.

Privately- and Industry-Sponsored Human Subjects Research

Prior to award setup, the appropriate representative from the Office of Sponsored Programs is required to ensure that the requirements of USU’s HRPP are communicated to the Sponsor, and that participants will be protected in line with the requirements of USU’s HRPP. Typically, this consists of ensuring that additional provisions are included in the contract or other negotiated documentation between USU and the Sponsor. From time to time, where no negotiated documentation

or contract exists for the work, that language will be sent as a standalone contract, or HRP staff can confirm that the language would not apply to the project as proposed.

Sponsor Notifications

When the USU HRPP is required by law, policy, procedure, or best practice to notify a sponsor regarding an issue related to human research protections (e.g. noncompliance determinations, training lapses, conflicts of interest, etc.), notifications shall come from the appropriate Sponsored Programs representative or from the Institutional Official or their designee, cc'd to the appropriate Sponsored Programs representative. Notifications to sponsors are outlined in the 400 and 800 Series of these Standard Operating Procedures.