

## School of Medicine Research Policy

TITLE: RESEARCH AT AFFILIATED INSTITUTIONS

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### **Summary:**

The Provost has designated the Dean of the School of Medicine to be responsible for determining whether research carried out at affiliated institutions is best administered through the University or at the affiliated institution. Current practice wherein some investigators submit proposals or negotiate with an external funding source without communication of intent to the Dean circumvents the necessary prior approval. This has not helped the school in receiving appropriate recognition of the efforts of its faculty.

**Please be assured that this procedure is not aimed at restricting research initiatives but rather has been developed to provide for compliance “before-the-fact” rather than after, and to permit us to get the appropriate credit including state funding. Work, which appropriately belongs funded through the hospital, will continue to be approved after sign-off by the Associate Dean’s office until the project is completed.**

### **Process:**

Projects which are being considered for non-university fiscal administration are to be requested in writing, submitted to the department chairman for endorsement, and then to the Associate Dean for Research & Graduate Programs Office for review prior to submission to an external funding agency.

### **Procedure:**

Submit in writing the request for off-site administration, include a copy of the proposed protocol and project budget, and include any other information/documentation supporting the non-University submission. Justification as to why this project is not going through the University must be included. This package of information should be submitted to the attention of the Associate Dean for Research & Graduate Programs, School of Medicine, Room 1261 Scott Hall.

### **Reporting:**

For studies that are approved for off-site administration, the provisions of University Policy 86-2 (<http://www.wayne.edu/fisops/universitypolicy.pdf>) call for periodic reporting of research administered at affiliated institutions. This information is to be included in research activity reports to the Board of Governors, providing a more accurate picture of externally funded activity by the School of Medicine faculty. On a quarterly basis, the Office of Fiscal Affairs in the School of Medicine will circulate a “Research At Affiliated Institutions Report forms” to be completed by each Department.