School of Medicine
Research Policy

TITLE: RESEARCH AT AFFILIATED INSTITUTIONS

ORIGINALLY ISSUED: March 14, 1985
November 5, 1999

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.