UNIVERSITY OF PENNSYLVANIA
SCHOOL OF MEDICINE

POLICY CONCERNING THE DESIGNATION OF
SPONSORED PROGRAM ACTIVITY

Introduction

The sponsored program activities of the School of Medicine are critically important to the success of the School's research mission. These activities are funded through various sources, including grants, contracts, and clinical trials. To manage the School effectively and to evaluate performance, it is essential to have accurate activity reports. To ensure that the sponsored program activity is designated to the appropriate department, the School of Medicine has developed the following policy.

Policy Statement

The following details the School of Medicine's policy regarding the designation of sponsored program activity at the proposal and award level:

1. For both external and internal reporting purposes, the department of the Principals Investigator's primary appointment will always be designated. An award may be designated to a department other than that of the Principal Investigator with approval of both affected department chairs.

2. For external reporting purposes, all program project or SCOR grants will be designated to the department of the program project director. For internal reporting purposes, all program projects and SCOR sub-accounts will be designated to and managed by the department of the sub-account's Principal Investigator. Only sub-accounts assigned to the director of the program project or SCOR will be designated to the department of the program project director.

3. All sponsored individual (e.g., NRSA) fellowships will be designated to the primary department of the recipient's faculty mentor. All training grants will be designated to the department of the Principal Investigator.

4. Any exceptions to this policy must have the written approval of the Department Chair and the Executive Vice President/Dean, or his/her designated representative.

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<u>Implementation</u>

This policy is effective March 1, 1993. Each faculty member is responsible
for compliance with this policy, and each Department Chair has compliance
responsibility for faculty within that department. The Executive Vice
President/Dean and his or her staff will monitor compliance through the
proposal transmittal and award process. Questions regarding this policy
should be directed to the Vice President and/or the Executive Director of the
Office of Research Support Services.