

Internal Research Collaborations

POLICY STATEMENT

Based on the collaborative nature of research the University may receive awards necessitating the work of more than one researcher. Awards such as this require a different management approach than the traditional single focus research award. The following points define what is classified as a Collaborative Research Award, what is required during the proposal/award stage and the financial model needed for correct management of the various elements of the research.

A collaborative research award is one which:

1. Is jointly proposed by two or more researchers at the University.
2. May involve researchers from different areas within the University.
3. Requires each collaborator to contribute to the completion of one major research project or to a separately defined and unique sub-project under the overall research intent.
4. May involve separate budgets.

For proposals involving more than one organizational unit (department, center or institute), a single entity must serve as the responsible unit for overall administration of the project. This unit is identified on the proposal routing form as the responsible organization. In Cayuse, the University's electronic research administration tool, this is captured in the *Admin Award Dept* field on the General tab. The responsible unit must coordinate proposal development, inter-departmental projects, technical reporting, budget and financial management (including cost sharing) and award closeout. For multi-PI awards, the main/contact PI has primary responsibility to monitor and coordinate the funding and recording of cost sharing expenditures.

If a University award involves collaboration with external persons, the external collaborators are considered sub-recipients of the award. See separate document: [Sub-recipient Monitoring](#).

A collaborative research award will include the following:

1. The principal investigator and all other collaborators should be identified within the proposal or added to the award with the sponsor's approval.
2. The project role of each collaborator must be clearly defined.
3. Each collaborator's budget must be reviewed and be approved by the appropriate principal investigator(s) on the award.

Successful management of a collaborative research award involves the combined efforts of the following parties:

1. Principal Investigator
 - a. Ensures program performance for all collaborative parties is in accordance with award specifications.

- b. Ensures spending is in compliance with award terms and is within the approved individual and total award budgets.
 - c. Completes and submits timely performance reports required by the sponsor and/or the Office of Research.
 - d. Approve subaward payments.
2. ND Research Administration
- a. Provides award documentation and approved collaborator budgets to Research and Sponsored Programs Accounting.
 - b. Identifies the source for any cost-share funding.
 - c. Coordinates dissemination of pertinent award information to all collaborators.
 - d. Monitors the financial performance for the total award.
 - e. Monitors appropriate spending of any cost-share funds.
3. Research and Sponsored Programs Accounting
- a. Creates Banner fund(s), under a single grant number, for each approved budget.
 - b. Oversees required financial compliance with various entities.
 - c. Reports the financial performance for the total award.
 - d. Reports appropriate spending of any cost-share funds.
 - e. Reviews reimbursement requests from all sub-recipients.
 - f. Requests sponsor reimbursement for expenses.
 - g. Oversees timely collection of receivables.
 - h. Ensures timely submission of all required financial and property reports specified by the sponsor.