



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

## SPONSORED PROJECTS

### 1. Policy

#### **Hiring Consultants**

Consultants are hired under sponsored projects to provide specific and specialized services that the project staff cannot provide. Principal Investigators should ensure that funds are allocated in the initial project budget for consultant services before engaging a consultant. ORSP will offer assistance in the development and processing of consultant agreements. All consultant agreements must follow the University's standard form.

The Principal Investigator can get a fair idea of the going consultant rate by: (1) comparing the fees paid for similar individuals in other projects; (2) comparing the range of fees quoted by individuals under consideration who have similar credentials; (3) comparing the limits paid by federal agencies.

#### **Intellectual Property**

A patent is a property right granted by the federal government giving the owner the right to control the manufacture, use, or sale of an invention for a limited period of time. Patentable discoveries that result from research or educational activities performed at the University will be covered by the University's patent policy.

This policy covers all faculty, administrators, staff, students, or other individuals who receive financial support from the University or who use the University materials or facilities in the process of conceiving an idea, discovery, or invention. The disposition of rights to inventions are governed by the Bayh-Dole Act (Chapter 18 of Title 35 of the USC).

In the case of sponsored programs, the agreement with the funding agency regulating patents, inventions, discoveries, licensing, etc. will govern. For all federal agencies with which there is no such agreement, the University agrees to provide an irrevocable non-exclusive free license to the government for the use of patents arising from programs that they sponsored. Faculty and other researchers having questions regarding disclosures and patent rights should contact IRPSP.

#### **Copyrights**

A copyright is the right of ownership to an intellectual property including electronically produced work. Sponsored projects occasionally result in ideas that may yield patents or copyrights. The university encourages faculty and other research staff to generate new ideas that could be copyrighted. Faculty who may have questions relating to copyright issues that result from sponsored projects should contact the Office of General Counsel.

## **Publications**

Faculty and other university researchers are urged to broadly disseminate the results of their research and accomplishments. This is consistent with the university's goal to foster the growth and dissemination of information for knowledge sake. Most funding agencies merely require that their support be acknowledged in publications resulting from projects they sponsored; however, others may require that they also be sent reprints of such review and comment before final submission for publication.

Faculty should review agency regulations on publications before submitting information from sponsored projects for publication. The Deputy Provost of the ORSP may be contacted if there are any questions.

KSU expects all investigators to adhere to the highest standards of intellectual honesty, integrity, and ethics in formulating, conducting, interpreting and publishing research. It is only in adherence to such standards that researchers fulfill their obligations to the academic community at large. All seekers of knowledge need assurance that the body of data reported in research results can be relied upon for advancement in the various disciplines. Please see KSU Ethics Policy.

## **Lobbying**

At KSU government relations are a function of the Office of the President. Only the President and her duly designated representatives (e.g., senior staff, employed or retained lobbyists, etc.) may speak for the university to government officials. Please contact the Special Assistant to the President for Government Relations in order to bring attention to issues or raise the administration's awareness of current/pending government policies that may potentially affect the University. Please see KSU Lobbying Policy.

## **Communications with Government Officials**

As a rule, faculty and staff must notify the Office of Government Relations before contacting or responding to government officials. Although many of these communications may not constitute lobbying, they should be vetted with the Office of Government Relations to determine if reporting is required. Examples of such communications follow.

**Inviting Government Officials to Campus or to University Events:** Faculty and staff may not invite government officials to speak at or attend University events without first consulting the Special Assistant to the President for Government Relations.

**Lobbying by Membership Organizations:** The (federal) Lobbying Disclosure Act requires that universities report a portion of all membership dues paid to organizations registered as lobbying entities as the proportion of the organization's lobbying expenses to total expenses.

Advocacy or Lobbying Days: Faculty or staff planning to attend such meetings should consult with the Office of Government Relations staff to determine if attendance would constitute lobbying.

Petitions and Letter-Writing Campaigns: Only the President or his designee may sign on behalf of Kentucky State University.

Expert Testimony: Kentucky State University encourages its faculty and staff to participate in government and the legislative process. Personal or professional views should carry a disclaimer that such views do not represent Kentucky State University.

### **Contacts with Executive Officials or Administrative Agencies:**

Contacts with members of the executive branch, including administrative agencies regarding government regulations, policy positions, or executive orders, must be reported in advance of such contacts to the Office of Government Relations. Contacts by faculty or staff members regarding the execution or administration of grants or contracts are excluded from this requirement.

As a private citizen, you are free to lobby the federal government on any issue of interest to you. If you reference your place of employment, you should state explicitly that you are not representing KSU and that your views are not those of the university. This must be done on your own time, and you may not use university resources to do so. Use of your university e-mail account or telephone to make such a lobbying contact is prohibited.

### **Misconduct**

The University has established formal policies and procedures for dealing with research misconduct in consonance with NIH and NSF guidelines. Under these policies, misconduct in research encompasses but is not limited to: fabrication, falsification, keeping poor research records, demanding underserved authorship on papers by junior associates, sexual harassment, and violations of IRB rules governing human subjects or animal use.

Excluded from this definition are honest errors, or honest difference in the interpretations or judgments of data.

The process of handling misconduct matters normally consists of three (3) principal phases: Inquiry, Investigation, and Disposition of Findings.

All cases of alleged or suspected misconduct should be reported in confidence within 60 days to the ORSP and the Vice President of Academic Affairs, who has the responsibility for initiating appropriate action(s). In cases judged to have merit, every effort will be made to conclude administrative proceedings within 120 days of such reports.

## **2. Entities Affected**

Grants and Research

### **3. Policy Owner/Interpreting Authority**

Office of the President

### **4. Related Policies**

### **5. Statutory or Regulatory References**