



RESOLUTION

concerning

FINANCIAL ADMINISTRATION OF RESEARCH AND PUBLIC SERVICE ACTIVITIES
AND THE CONNECTICUT STATE UNIVERSITY RESEARCH FOUNDATION

April 3, 1992

- WHEREAS, The Board of Trustees BR#90-171 adopted REGULATIONS GOVERNING ADMINISTRATION OF RESEARCH AND PUBLIC SERVICE ACTIVITIES WITHIN THE CONNECTICUT STATE UNIVERSITY AND THE MANAGEMENT OF THE CONNECTICUT STATE UNIVERSITY RESEARCH FOUNDATION, and
- WHEREAS, The use of the Research Foundation Fund as prescribed by these Regulations has been hampered at some campuses by insufficient resources to establish an adequate Working Capital Reserve to provide cash advances for research and public service project receivables, and
- WHEREAS, Federal law and regulation under the Single Audit Act and the Cash Improvement Act has necessitated changes in accounting procedures the Office of the State Comptroller uses for federal grants, and until such changes are implemented through new computer software, the CSU Research Fund Accounting Committee, consisting of fiscal and grants officers, has recommended that federal grants for research and public service not be transferred to the Research Foundation Fund, and
- WHEREAS, The Council of Vice Presidents for Finance and Administration have reviewed the CSU Research Fund Accounting Committee's recommendations for amendments in the Regulations on operations of the Research Foundation Fund, therefore, be it
- RESOLVED, That federal grants and contracts for research and public service activities may be deposited and retained in the University accounts other than the Research Fund until the Vice President for Finance and Management of the Connecticut State University system determines that appropriate accounting procedures have been implemented through new computer software in the Office of the State Comptroller to facilitate compliance with federal laws and regulations, and be it
- RESOLVED, That the Trustees of the Connecticut State University hereby adopt the Admendments to REGULATIONS GOVERNING ADMINISTRATION OF RESEARCH AND PUBLIC SERVICE ACTIVITIES WITHIN THE CONNECTICUT STATE UNIVERSITY AND THE MANAGEMENT OF THE CONNECTICUT STATE UNIVERSITY RESEARCH FOUNDATION, attached hereto.

A Certified True Copy:


Dallas K. Beal, President



BOARD OF TRUSTEES FOR CONNECTICUT STATE UNIVERSITY

REGULATIONS

Governing

ADMINISTRATION OF RESEARCH AND PUBLIC SERVICE ACTIVITIES
WITHIN THE CONNECTICUT STATE UNIVERSITY

and the

MANAGEMENT OF THE CONNECTICUT STATE UNIVERSITY RESEARCH FOUNDATION

April 3, 1992

ARTICLE ONE

Policies

1. Research and public service activities are included within the mission of Connecticut State University and its individual campuses. Presidents of the campuses are authorized to assign personnel and other resources of the University to these functions in accordance with general University and state rules and the terms of relevant collective bargaining agreements.
2. University personnel with appropriate authorization from campus presidents or their designees may also seek grants and contracts to conduct research and public service activities. It is the policy of the University to facilitate the acquisition and administration of such extramural funds.
3. It is the policy of the Connecticut State University to give prominence to the research and public service activities of its faculty, professional staff, and students, and therefore records of such activities shall be kept so that it is possible for reports to be made.
4. The Connecticut State University Research Foundation is an entity of the Connecticut State University under the direction and management of the Board of Trustees of the Connecticut State University and subject to all the general University and state regulations and procedures. (See Connecticut General Statutes Sections 10a-98 through 10a-98g).

ARTICLE TWO

Definitions

1. For the purpose of these regulations, research is defined as the search for new knowledge and the organization and application of knowledge utilizing the expertise of the faculty, professional staff, and students of the University. Research shall include creative activities of faculty, professional staff, and students in fine and applied arts.

2. For the purpose of these regulations, public service is the transmission and application of knowledge which utilizes the expertise of the faculty, professional staff, and students for the benefit of the public.
3. In interpreting these definitions it is recognized that many activities have the qualities of both research and public service and that these are closely interrelated activities.

ARTICLE THREE

Administration of the University Research Foundation

1. The Research Foundation shall operate on each campus of the Connecticut State University under the direction of the campus president in accordance with these regulations and all other relevant general University and state regulations and procedures. It is intended that non-state funds received from grants and contracts and funds received as compensation for services arising from research and public service activities shall be deposited in the accounts of the Research Foundation on the campus where the funds were generated except in circumstance contemplated in Article Six, Section 3.b.
2. Each campus shall operate an enterprise account entitled the Research Foundation Fund.
 - a. Funds derived from non-state sources for grants, contracts, and compensation-for-services for research and public service activities shall be deposited in the Research Foundation Fund.
 - b. Funds accepted by the Trustees of the Connecticut State University on behalf of a University campus as gifts, donations, or endowments for the purpose of enhancing research or public service functions may be deposited in the campus Research Foundation Fund unless directed by state statutes or regulations to be deposited in other state accounts. All Connecticut State University Trustees' resolutions regarding acceptance of gifts must be observed.
 - c. Interest earned on the above categories of funds may be deposited in the Research Foundation Fund.
 - d. All indirect costs received from federal grants, excluding those received as administrative cost allowance from student financial assistance programs, shall be transferred to the Research Foundation Fund, and shall henceforth be deposited to and spent from this fund.

3. The Trustees of the Connecticut State University may own or participate in the ownership of inventions (and the patents therefor) under the terms of Sections 10a-98 through 10a-98e of the Connecticut General Statutes. It shall be the policy of the Trustees to place funds derived from such ownership of inventions in University Research Foundation accounts under the direction of the campus president or the president's designee of the campus on which the invention was produced.
4. The president of each campus shall submit to the president of Connecticut State University an annual report of all activities conducted with monies deposited in the campus accounts of the Research Foundation Fund. This report shall be in the format directed by the president of the Connecticut State University and submitted to the president of the Connecticut State University on the date specified by the president of the Connecticut State University.

ARTICLE FOUR

Operation of the Research Foundation Fund

1. The president of each campus shall be responsible for the administration of the Research Foundation Fund on the campus. The campus president may delegate this responsibility to a specified campus administrator.

The president shall have the responsibility to:

- a. Ensure that appropriate grant, contract, and compensation for services funds are deposited in the Fund;
- b. Approve expenditures from the Fund;
- c. Ensure that positive cash and fund balances are always maintained in the Fund;
- d. Notify appropriate campus faculty and other personnel of methods to requisition and/or purchase goods and services needed to fulfill grants and contracts or other approved activities;
- e. Authorize the procurement of goods and services and securing of them as rapidly as possible in accord with state requirements;
- f. Reconcile campus accounting records with those of the State Comptroller; and
- g. Submit reports of Fund activity as required by the CSU Executive Office.

2. Purchasing

Purchasing with monies deposited in the Research Foundation Fund shall be accomplished in accordance with all general University and state purchasing regulations. All statutory authority and University procedures designed to expedite such purchases will be used.

3. Accounting methods

- a. Proceeds from each individual grant or contract deposited in the Research Foundation Fund shall be separately coded in accordance with the CSU Chart of Accounts, following procedures designated by the CSU Finance and Management unit. Such codes shall be carefully utilized by campus offices to ensure proper charges are made to each individual grant or contract and to provide the basis for financial reporting on each individual grant or contract.
- b. Each campus shall be responsible for processing allotments through the Office of Policy and Management for the Research Foundation Fund maintained on the campus. Campus presidents or vice presidents shall sign such allotments.
- c. With approval of the State Comptroller and the Secretary of the Office of Policy and Management, under the terms of Connecticut General Statutes Section 3-39a, receivables may be established in the Research Foundation Fund account for a specific grant or contract. Such receivables when so recorded shall be deemed to be appropriated for the purpose or purposes designated in the written commitment received from the grantor and shall be subject to allotment according to law.

4. Administrative Support Account

Each campus shall establish an Administrative Support Account within the Research Foundation Fund. This account may be charged for personnel and other operating costs of administering grants and contracts deposited in the Fund. Costs in the Administrative Support Account shall be covered by proportional charges to grant and contract accounts.

5. Working capital reserve:

- a. Within the available fund balance of the Research Foundation Fund, a campus president may establish a "research and public service working capital reserve." The campus president may deposit to this reserve donations or gifts (properly accepted according to Trustees' procedures) or funds from any appropriate source. The campus president or the president's designee may authorize temporary transfers or "loans" from this reserve to permit the commencement of grant or contract activity when the University has received a written commitment of an award but has not yet received the promised cash transfer, provided sufficient cash reserves are available in the Fund to insure a positive fund balance.

- b. A campus president, with the written approval of the President of Connecticut State University, may authorize the temporary transfer or "loan" of up to \$100,000 from their operating funds to the Working Capital Reserve in the Research Foundation Fund to provide start-up monies. Such loan shall be repaid the Operating Fund in no more than five years. The loan shall be reflected in annual financial statements in a form prescribed by the designee of the President of Connecticut State University, in accord with generally accepted accounting procedures.
- c. A campus president or president's designee may also authorize commitments from the research and public service working capital reserve as matching funds in grant applications or for the expenses of seeking grants and contracts.

ARTICLE FIVE

Administration of Grants and Contracts for Research
and Public Service

- 1. The president of each campus shall determine that research and public service activities contemplated in grant and contract proposals are consistent with the University's mission and constitute appropriate uses of University resources and shall establish procedures for the approval of all grant and contract proposals prior to their submission to funding sources in the name of the University or the University Research Foundation.
- 2. The president of each campus shall issue written guidelines to the campus community governing the construction of budgets for grant applications or contract proposals which shall give instructions for requesting direct costs (including fringe benefits for personnel where appropriate) and indirect or overhead costs and specific rules for the expenditure of such costs.

ARTICLE SIX

Administration of Research Foundation in the
CSU Executive Office

- 1. The Research Foundation shall operate in the CSU Executive Office under the direction of the President of the Connecticut State University in an analogous manner to its operation on each CSU campus and in accordance with these regulations and other relevant general University and state regulations and procedures.
- 2. As an incident to the operation of the Research Foundation the CSU Executive Office shall operate an enterprise account entitled the Research Foundation Fund.

3. The following categories of funds may be deposited in the Research Foundation Fund account in the CSU Executive Office:
 - a. Proceeds from research and public service grants and contracts prepared and submitted by the CSU Executive Office professional staff.
 - b. Proceeds from research and public service grants and contracts prepared and submitted by personnel of more than one CSU campus in those situations in which the Presidents (or their designees) of the CSU campuses involved agree to the deposit for reasons of administrative convenience.
 - c. Funds accepted by the Trustees of the Connecticut State University as gifts, donations, or endowments for the purpose of enhancing research or public service functions on all campuses of the University.
 - d. Interest earned on any of the above categories of funds.

ARTICLE SEVEN

Research Foundation Advisory Councils

1. There shall be a Research Foundation Advisory Council on each CSU campus representative of the administration, faculty, and students.
2. The function of the Research Foundation Advisory Council on each campus shall be to advise the President of the campus on the operation of the Foundation under these regulations and, in general, on the conduct of research and public service activities on the campus.
3. There shall be a Connecticut State University Research Foundation Advisory Council which shall consist of two faculty members and one campus management member from each campus Research Foundation Advisory Council plus the CSU Provost or the Provost's designee and the CSU Vice President for Finance and Management or the Vice-President's designee. The Connecticut State University Research Foundation Advisory Council shall meet at least once each year with the President of the Connecticut State University or the president's designee. The purpose of the CSU Research Foundation Advisory Council shall be (a) to review the functioning of the Research Foundation on each campus and in the Executive Office, (b) to make recommendations to the CSU president for the improvement of the functioning of the Research Foundation and for other developments in support of research and public service activities within the University, and (c) to facilitate communication within and without the University regarding research and public service activities. Minutes shall be prepared of the meetings of the CSU Research Foundation Advisory Council and shall be shared with the Board of Trustees.