

A Decision Tree for Institutional Approval

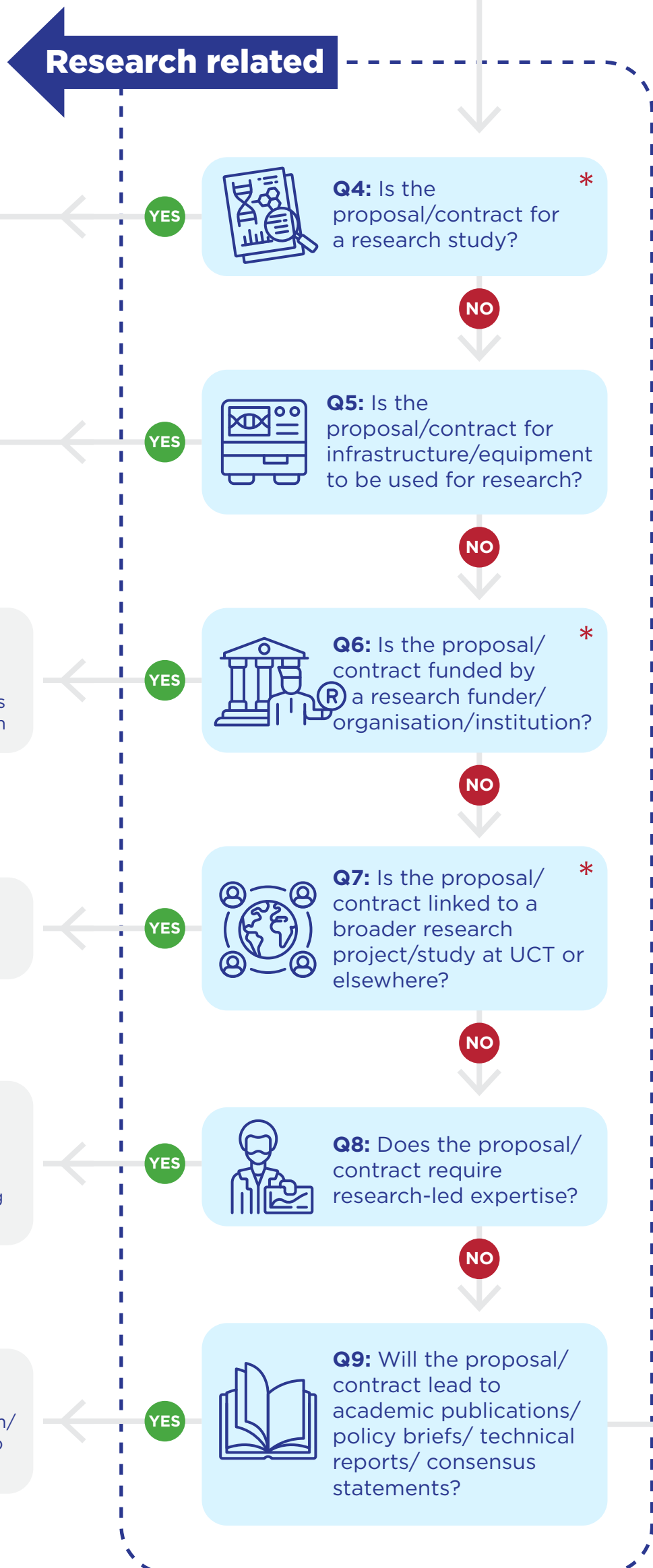
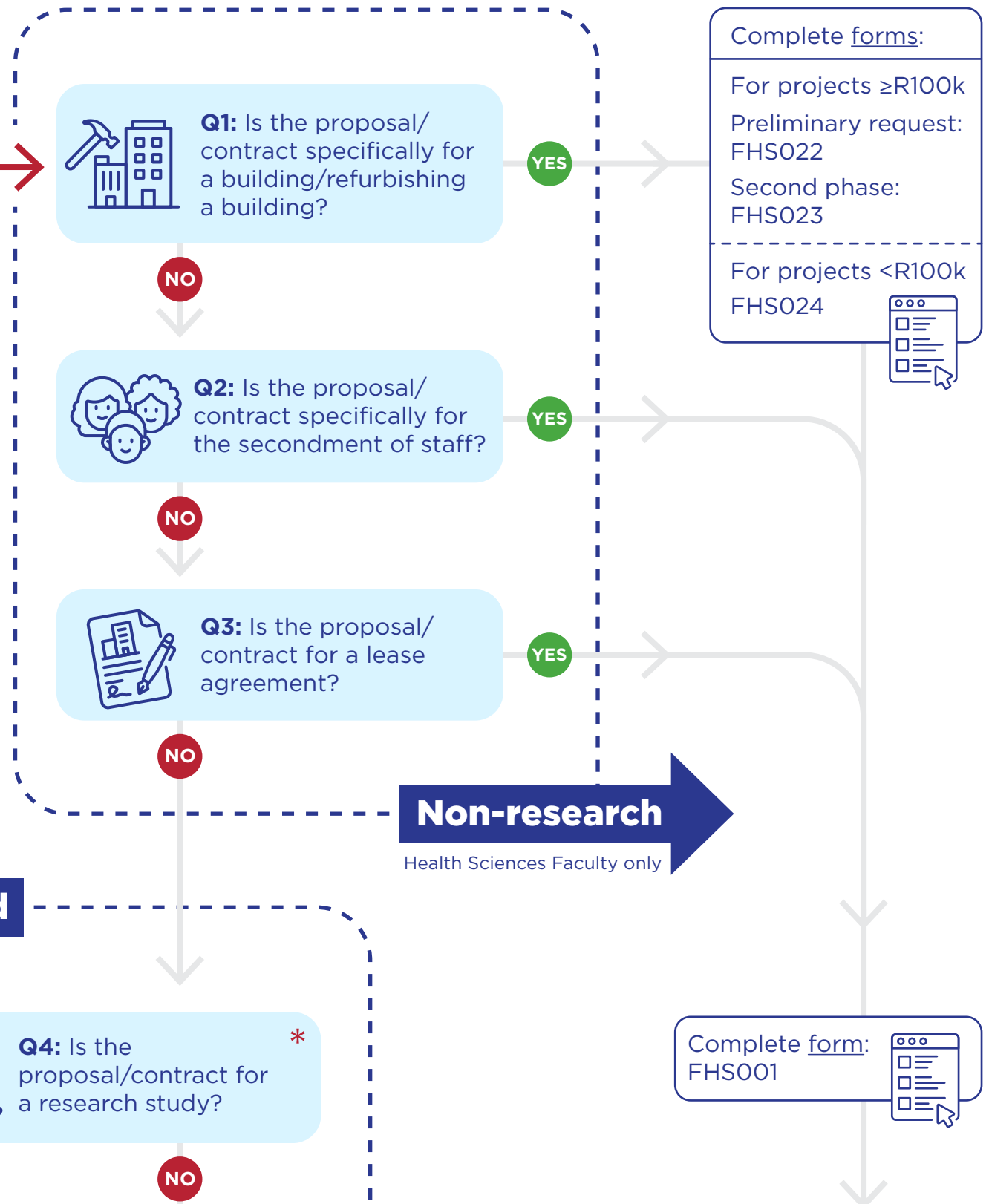
Research and Non-Research Proposals and Contracts

A guide to the approval process to be followed when seeking Institutional Approval in the Faculty of Health Sciences, UCT



Start Here

Note:
This process is not for donations



Sign-off by:

- ✓ Faculty Research Finance
- ✓ Faculty Research Office
- ✓ Research Contracts Office

Requires:

- ✓ Indirect costs to be charged (funder-specified % OR 19-28% of 'modified total direct costs', with 19% for off-campus and 28% for on-campus activities)
- ✓ A research-related fund to be used

EXAMPLES:

- CO2 Incubator for cell culture experiments
- NIH/ SAMRC funds flights, visas and accommodation for international delegates to attend a symposium
- Commissioned work such as laboratory analytical services
- Desktop reviews, technical reports, protocol chairs, post graduate student supervision (excluding clinical training)
- Hosting/attending an advisory group/conference/ symposium/ colloquium to develop reports

Sign-off by:

- ✓ Faculty Finance
- ✓ Deanery
- ✓ Central Legal Office

Requires:

- ✓ A set indirect rate of 15% to be applied (and 15% tax automatically applied)
- ✓ A non-research-related fund to be used

Complete a UCT eRA proposal/contract approval request

Exceptions: *

If all the below criteria are met, a contract can be logged directly with the Research Contracts Office (RC&I) instead of initiating an eRA approval request:

- No budget breakdown
- No indirects
- No inflation
- No forex risk
- No financial reporting
- No co-funding

E.g: Confidentiality & non-disclosure agreements; materials transfer & data sharing agreements; no-cost extensions; assignment & license agreements; inter-institutional agreements & sales order requests

OR when a UCT-approved umbrella agreement is in place.