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MEMORANDUM

To: VSoE Faculty and Budget Administrators

From: Maja J Mataric 
Senior Associate Dean for Research

Date: July 18, 2007

Subject: Research Participation Tracking

As of July 1st, 2007, VSoE is implementing an improved process of tracking faculty research participation.

Until now, only PIs were indicated on the PAR and therefore tracked. In order to obtain a more accurate and fair representation of faculty involvement in sponsored research, as of 7/1/07, all funded grants and contracts involving multiple investigators must specify percentage of participation of all involved faculty members.

Participation on a grant or contract can take a variety of forms, including: academic and/or summer salary, funded student and/or research and other staff supervision, shared equipment, M&S, and travel.

The PI and co-PIs of all funded grants and contracts will be asked to provide participation information on a single form (attached for your reference). On the form, total faculty participation must add up to 100%, so agreement among the participating faculty is necessary to complete the form, as are signatures of all participating faculty.

After the original allocation of faculty participation, involved faculty will be queried once per year about any changes; a revised form can be re-submitted at any time by contacting John Bustillos at the Engineering Finance Office (EFO).

The purpose of this new policy is multifold. First, it will encourage partnering investigators to collaboratively plan their participation on a funded project. Second, since the Annual Faculty Report, also requires each faculty member to report his/her participation on all shared grants and contracts, this policy will allow for a single consistent source of reporting data. Third, the departments and school will have a much more fair system of recognizing faculty involvement in research.

For logistical questions about the form and process, please contact John Bustillos at EFO. For questions about the policy please contact my office.