

OFFICE OF GRANTS AND CONTRACTS MANUAL

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For any comments, feedback, or query, please contact: policies@aub.edu.lb.

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Section 1 - Introduction

The Office of Grants and Contracts (OGC) at the American University of Beirut (AUB) was established in September 2001 to support, strengthen, and encourage research at AUB. The office operates through delegation of authority from the provost of the University.

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Section 2 - Mission

OGC 's mission is to promote, support, and administer sponsored research awards. It provides service and support to AUB faculty, administration, and staff in soliciting research funding and administering awards in the pursuit of research and scholarly activities, and in protecting and transferring inventions and technologies for the public good.

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Section 3 - Functions

OGC assists the AUB community in administering research and institutional development grants and clinical trials, in addition to soliciting potential sponsored research from foundations, corporations, and governmental and non-governmental organizations at the local, regional, and international level.

1. Pre-Award Functions

Pre-award functions of the office include all the stages from finding and disseminating funding sources, to the preparation of research applications and budgets, to negotiating and preparing research agreements, to the submission of proposals to funding agencies. The office is also responsible for either drafting, or signing, usual awards as well as other types of agreements such as memorandum of understandings, collaborative agreements, partnership agreements, consultation agreements, non-disclosure agreements, and material transfer agreements.

Some of the pre-award functions of the office include:

- a. **Funding Opportunities:** provides help in identifying funding sources and disseminating regular reports on funding opportunities.
- b. **Research Proposals:** assists faculty members in preparation of proposals and budgets by clarifying funder's submission procedures and guidelines as well as AUB policies.
- c. **Proposal Review:** reviews research proposals before submission and makes appropriate recommendations to the provost for approval. Proposals are reviewed for conformance to university policies as well as sponsor guidelines.
- d. **Proposal Submission and Follow-up:** formally transmits proposals to funding agencies and follows up on their status after submission.
- e. **Research Agreements and Sub-Agreements:** the office has been delegated the authority to sign sponsored research agreements on behalf of the University. The office negotiates, prepares, reviews, and signs research contracts, agreements, sub-agreements between AUB and funding agencies or outside entities.
- f. **External Relations with Funding Agencies:** develops contacts with funding agencies and secures information on funding sources and opportunities.
- g. **Compliance and Regulations:** continually updates information on compliance regulations, policies, and procedures.

2. Post-Award Functions

Post-award functions of the office include the preparation of subcontracts or sub-recipient

agreements and the administration of grants including the preparation of renewals, requesting cost and no cost extensions, following up on and submission of reports, and closing out of projects. Some of the post-award functions include:

- a. **Grant Agreements:** reviews the conditions and terms of the grant awards or agreements and disseminates the information to the faculty member holding the award and to all other support departments.
- b. **Project Setup and Project Guidance:** coordinates with principal investigators on setting up budgets and establishing accounts for their projects. Provides advice and guidance about compliance policies and procedures as well as clarifies administrative and financial regulations and requirements for project directors and staff.
- c. **Grant Administration:** acts as the official liaison between AUB (the PI) and the funding agency on administrative and financial queries. Monitors sponsored projects for compliance with sponsor terms and conditions and university policies, and handles financial and administrative queries and matters including budget modifications, budget re-allocations, no-cost extensions, renewals, and reporting.
- d. **Relations with Sponsor Agencies:** develops and maintains positive and effective contacts with funding agencies, and handles correspondence with them on various administrative aspects of the grant as well as reporting.
- e. **Closing out of Grants:** insures timely submission of final project reports to funding agencies and coordinates audits with principal investigators, the relevant faculty, and the Office of the Comptroller.

3. Technology Transfer Functions

- a. **Intellectual Property:** prepares drafts and updates intellectual property policies and procedures.
- b. **Development of Technology:** encourages technology development at AUB.
- c. **Technology Transfer:** assists faculty members in transferring technology to industry and others for the public benefit.

4. Other Services

- a. **University Research Board:** administers the University Research Board (URB) faculty research grants and updates its policies.
- b. **Research Policies and Procedures:** prepares, drafts, and updates research policies and procedures.

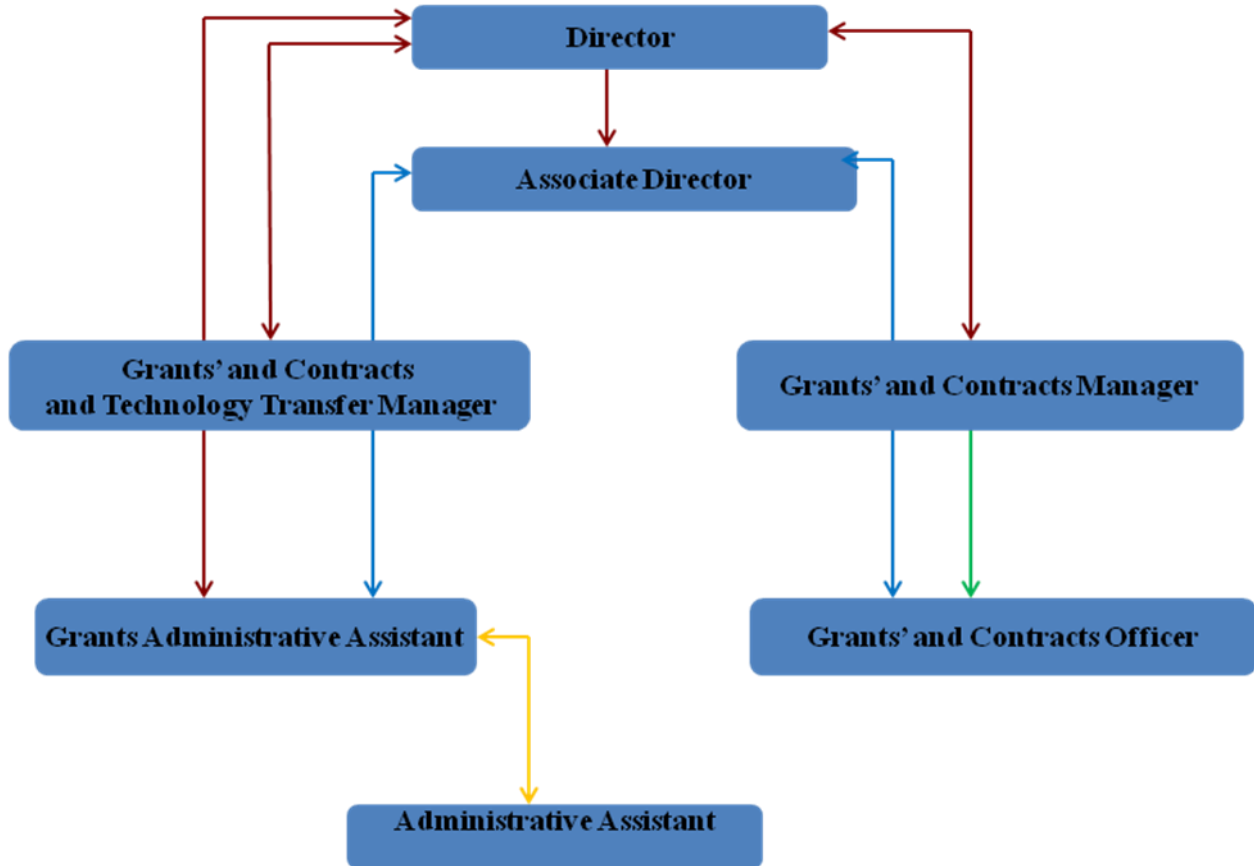
- c. **Workshops:** organizes and hosts workshops that aim at assisting faculty members in applying for external funding and informing them about OGC procedures, AUB policies, research project administration, and technology development and transfer.

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Section 4 - Staff

OGC is staffed with a director, a full-time associate director, one full-time grants and awards manager, one grants and contracts/technology transfer manager, one full-time officer, one full-time grants administrative assistant, an administrative assistant, and a student assistant.

Office of Grants and Contracts Organization Chart



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Chapter I - Funding Information and Resources

<http://www.aub.edu.lb/ogc/funding/Pages/index.aspx>.

Chapter II - Proposal Development and Review Process

<http://www.aub.edu.lb/ogc/proposal/Pages/index.aspx>.

Chapter III - Grant Administration

<http://www.aub.edu.lb/ogc/grant-admin/Pages/index.aspx>.

Chapter IV - Management of Clinical Trial

http://www.aub.edu.lb/ogc/clinical_index/Pages/clinical_trials.aspx.

Chapter V - Technology Transfer

<http://www.aub.edu.lb/OGC/TECHNOLOGY/Pages/TechnologyTransferUnit.aspx>.

Chapter VI - University Research Board

<http://www.aub.edu.lb/OGC/URB/Pages/index.aspx>.

Chapter VII - Research Policies and Procedures

<http://www.aub.edu.lb/ogc/research/Pages/index.aspx>.

Chapter VIII - Forms

<http://www.aub.edu.lb/OGC/Pages/forms.aspx>.

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