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**Effective:** 7/1/1999
 

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## **ASU** RSP Manual Revision Notice

<b>Policy</b>	<b>Summary of Changes</b>
RSP 002 Organizational Chart	<b>Deletion of Policy</b>  Deleted
<u>RSP 003</u>  Research and Sponsored Projects Directory	<b>Revision of Policy</b>  Updated to include current vice provost for research and additional departmental directors
<u>RSP 004</u>  Definitions	<b>Revision of Policy</b>  Existing definitions for “budget,” “formal proposal,” “full and open competition,” “investigator,” “single source acquisition,” “subcontract,” and “subrecipient” have been clarified; revised to update terminology and titles; 11 additional definitions have been added; the definition for “area/org” has been deleted; 14 definitions related to RSP 113 have been deleted
<u>RSP 005</u>  Table of Exhibits	<b>Revision of Policy</b>  Updated to reflect changes throughout the manual
<u>RSP 102–01</u>  Human Subjects in Research—General	<b>Revision of Policy</b>  Sources and procedure have been updated
<u>RSP 102–02</u>  Human Subjects in Research—Application and Consent	<b>Revision of Policy</b>  Sources have been updated; revised to remove the exhibit
<u>RSP 102–03</u>	<b>Revision of Policy</b>

Human Subjects in Research—Exemption and Expedited Review	Sources have been updated; the policy and procedure for dealing with expedited reviews of research projects involving human subjects has been updated in accordance with the new guidelines published in 45 CFR § 46
<p><a href="#">RSP 102-04</a></p> <p>Human Subjects in Research—Project Monitoring</p>	<p><b>Revision of Policy</b></p> <p>Sources have been updated; revised to remove exhibit</p>
<p><a href="#">RSP 102-05</a></p> <p>Human Subjects in Research—Assurance of Compliance</p>	<p><b>Revision of Policy</b></p> <p>Sources have been updated; revised to update terminology</p>
<p><a href="#">RSP 103</a></p> <p>Care and Use of Laboratory Animals</p>	<p><b>Revision of Policy</b></p> <p>Revised to update and clarify terminology (consistent use of “Institutional Animal Care and Use Committee” as opposed to “Animal Care and Use Committee” and form names); revised to update IACUC office location; revised to remove exhibit; cross-reference has been added; revised to reflect shorter protocol time period</p>
<p><a href="#">RSP 105</a></p> <p>Hazardous Waste Management</p>	<p><b>Revision of Policy</b></p> <p>Replaced with a reference to the <i>Risk Management Policies and Procedures Manual</i>—<a href="#">RSK 401</a>, “Hazardous Waste Management”</p>
<p><a href="#">RSP 106</a></p> <p>Patents</p>	<p><b>Revision of Policy</b></p> <p>Revised to correct terminology (“Board of Regent’s” changed to “Board of Regents” and “technology collaboration and licensing officer” changed to “technology collaborations and licensing officer”); revised to remove exhibit; statement of control in the event of a conflict has been added</p>
<p><a href="#">RSP 107</a></p> <p>Copyright Policy</p>	<p><b>Revision of Policy</b></p> <p>Revised to update terminology (“Office of the Vice President for Research” changed to “Office of the Vice Provost for Research”) and titles (“vice president for Research” changed to “vice provost for research”); statement of control in the event of a conflict has been added</p>

<p><a href="#"><u>RSP 109</u></a></p> <p>Biosafety</p>	<p><b>Revision of Policy</b></p> <p>Revised to update terminology (“Office of the Vice President for Research” changed to “Office of the Vice Provost for Research”) and titles (“vice president for Research” changed to “vice provost for research”); revised to correct office location and mail code; revised to remove exhibit</p>
<p><a href="#"><u>RSP 111</u></a></p> <p>Misconduct in Research</p>	<p><b>Revision of Policy</b></p> <p>Revised to correct grammatical errors (missing spaces between words and words that have been incorrectly hyphenated); revised responsibility/action listing for the Misconduct in Research Subcommittee Investigation to clarify steps 8 through 10 (now steps 8 through 11); statement that the policy may be supplemented with material from the Federal Office of Integrity Model Policies and Procedures has been added</p>
<p><a href="#"><u>RSP 112</u></a></p> <p>Subcontracts/Subrecipient Agreements</p>	<p><b>Revision of Policy</b></p> <p>Revised to expand applicability of policy to the university as a pass-through entity to monitor subcontractors in accordance with OMB Circular A-133; revised to clarify the responsibilities of the contracts specialist and the assistant contracts specialist; revised to clarify the review criteria for a subcontract; revised to add definitions for “Internal Control,” “Limited Scope Audit,” “Pass-through Entity,” and “Subrecipient”; revised to update the responsibility/action listing in accordance with changes to the policy</p>
<p><a href="#"><u>RSP 113</u></a></p> <p>Americans with Disabilities</p>	<p><b>Revision of Policy</b></p> <p>Replaced with references to the <i>Academic Affairs Policies and Procedures Manual</i>—<a href="#"><u>ACD 405</u></a>, “Americans with Disabilities” and the <i>Staff Policies and Procedures Manual</i>—<a href="#"><u>SPP 105</u></a>, “Americans with Disabilities”</p>
<p><a href="#"><u>RSP 114</u></a></p> <p>Objectivity in Research— Disclosure of Financial Interests and Management of Conflicts of Interest</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove exhibit; cross-references have been added; definition of “investigator” has been clarified</p>
<p><a href="#"><u>RSP 115</u></a></p> <p>Mutual Review of Research</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “ABOR” to “Board of Regents”</p>

Contracts with Private Sponsors	
<a href="#">RSP 203</a> Informal Proposals	<b>Revision of Policy</b> Revised to clarify the definition of a formal proposal; revised to clarify the language of the award activation procedure
<a href="#">RSP 204-01</a> Proposal Routing and Approvals	<b>Revision of Policy</b> Revised to remove exhibit and outdated notes regarding additional forms and information about Investigator Incentive Awards
<a href="#">RSP 204-02</a> Proposal Budget Preparation	<b>Revision of Policy</b> Revised to correct grammatical error
<a href="#">RSP 204-03</a> Continuation Proposals and Award Modifications	<b>Revision of Policy</b> Revised to remove redundant wording
<a href="#">RSP 204-05</a> Revisions to Proposals	<b>Revision of Policy</b> Revised to update references to forms
<a href="#">RSP 205-01</a> Personnel in Proposals	<b>Revision of Policy</b> Revised to remove references to RSP 113 (deleted), to clarify the responsibilities of the sponsored projects officer in the responsibility/action listing, and to add <a href="#">RSP 303</a> , “Personnel for Sponsored Projects” as an additional cross-reference
<a href="#">RSP 205-02</a> Supplemental Pay in Proposals	<b>Revision of Policy</b> Revised to clarify the language for the conditions of supplemental pay in proposals; revised to remove exhibit
<a href="#">RSP 205-05</a> Security Clearances and Classified Materials for Proposals	<b>Revision of Policy</b> Revised to clarify how the industrial security officer may be contacted

<p><a href="#"><u>RSP 205-06</u></a></p> <p>Certification of Drug-Free Workplace</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove cross-reference to RSP 303-12 (deleted) and replace it with cross-reference to <a href="#"><u>SPP 315</u></a></p>
<p><a href="#"><u>RSP 205-07</u></a></p> <p>Procurement Integrity</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove exhibit</p>
<p><a href="#"><u>RSP 205-08</u></a></p> <p>Subcontracts and Subgrants for Sponsored Projects</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove exhibit and establish link to a form</p>
<p><a href="#"><u>RSP 205-09</u></a></p> <p>Direct Charging of Facilities &amp; Administrative Costs in Proposals</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove exhibit</p>
<p><a href="#"><u>RSP 206</u></a></p> <p>Facilities &amp; Administrative Costs of Sponsored Projects</p>	<p><b>Revision of Policy</b></p> <p>Revised to correct grammar and to update terminology (“Office of Sponsored and Property Fiscal Management” to “Office of Sponsored Projects Fiscal Management”)</p>
<p><a href="#"><u>RSP 207</u></a></p> <p>Return of Facilities &amp; Administrative Costs to Academic Units</p>	<p><b>Revision of Policy</b></p> <p>Revised to correct grammar (missing space) and update terminology (single reference of “CUFS” changed to “Advantage”)</p>
<p><a href="#"><u>RSP 208</u></a></p> <p>Cost Sharing for Sponsored Projects</p>	<p><b>Revision of Policy</b></p> <p>Revised to remove exhibit and clarify the policy on internal waivers of F&amp;A costs</p>
<p><a href="#"><u>RSP 209</u></a></p> <p>Limited Submission of Proposals</p>	<p><b>Revision of Policy</b></p> <p>Revised to establish a process for selecting proposals to be submitted by ASU when a sponsor limits the number of proposals that each institution may submit</p>
<p><a href="#"><u>RSP 210</u></a></p>	<p><b>Revision of Policy</b></p>

Acceptance of Sponsored Project Awards	Revised to include RSP 211, “Board of Regents’ Approval of Intergovernmental Agreements,” and RSP 212, “Board of Regents’ Approval of International Agreements,” and to update terminology (“area/org” to “agency/org”)
RSP 211  Board of Regents’ Approval of Intergovernmental Agreements	<b>Deletion of Policy</b>  Deleted
RSP 212  Board of Regents’ Approval of International Agreements	<b>Deletion of Policy</b>  Deleted
<u>RSP 301</u>  Establishment of Sponsored Project Agency/Orgs	<b>Revision of Policy</b>  Revised to change the title, to more fully describe the responsibilities associated with the establishment of sponsored accounts, to add a source, and to update terminology (“area/org” changed to “agency/org,” “Sponsored and Property Fiscal Management” to “Sponsored Projects Fiscal Management”)
<u>RSP 303–12</u>  Drug-Free Workplace Requirements	<b>Revision of Policy</b>  Replaced with a reference to the <i>Staff Policies and Procedures Manual</i> — <u>SPP 315</u> , “Drug-Free Workplace Requirements”
<u>RSP 401</u>  Faculty Grant-In-Aid	<b>Revision of Policy</b>  Revised to remove exhibit and change “vice president’s office” to “vice provost’s office”
<u>RSP 405</u>  Research Incentive Awards	<b>Revision of Policy</b>  Revised to remove exhibit and definition, to change “area/org” to “agency/org,” and to update a cross-reference
<u>RSP 407</u>  Travel of Research Investigators to Potential Sponsors	<b>Revision of Policy</b>  Revised to remove exhibit

**RSP 408**

Investigator Incentive Awards

**Revision of Policy**

Revised to update terminology (“Office for the Vice Provost for Research” changed to “Office of the Vice Provost for Research”) and change eligibility

**RSP 501**

Preaward Site Visits

**Revision of Policy**

Revised to update procedure