

# Research and Sponsored Projects Manual (RSP)

Effective: 7/1/2011

## ASU RSP Manual Revision Notice\_\_

Policy	Summary of Change
<a href="#">RSP 001</a> Introduction	<b>Revision of Policy</b> Revised to state that "requests for clarification should be communicated to <a href="mailto:rspq@asu.edu">rspq@asu.edu</a> "
<a href="#">RSP 103</a> Principal Investigator Responsibilities	<b>Revision of Policy</b> Revised to insert actual policy titles in table and to include new policies
<a href="#">RSP 202</a> Care and Use of Laboratory Animals	<b>Revision of Policy</b> Revised to update Sources and to clarify that all animal projects must adhere to these policies whether on or off campus
<a href="#">RSP 214</a> Export Control	<b>Revision of Policy</b> Revised to clarify that fundamental research exclusion does not apply to tangible items abroad or for technical items taken/presented outside of the United States
<a href="#">RSP 303</a> Proposal Budget Preparation	<b>Revision of Policy</b> Revised to clarify what constitutes allowable charges on sponsored projects
<a href="#">RSP 404</a> Classified Research	<b>Revision of Policy</b> Revised to add a Source
<a href="#">RSP 405</a> Proprietary Research	<b>Revision of Policy</b> Revised to state responsibilities of the PI and to clarify the four conditions under which the university may accept confidential/proprietary information
<a href="#">RSP 502-01</a> Personnel Employed on Sponsored Projects	<b>Revision of Policy</b> Revised to specify that responsibilities for staffing sponsored projects are shared and must be coordinated across the hiring unit
<a href="#">RSP 502-03</a> Certification of Sponsored Project Effort	<b>Revision of Policy</b> Revised to state that PIs should devote a minimum effort to their research projects
<a href="#">RSP 503-02</a> Sponsored Project Cash Advances	<b>Revision of Policy</b> Revised to add a section from RSP 503-01 to allow for reimbursement of out-of-pocket expenses and to update Cross-References accordingly
<a href="#">RSP 503-03</a> Consultants, Guest Lecturers, and Other Professional Services for Sponsored Projects	<b>Revision of Policy</b> Revised to add the word "Guest" to the title (to differentiate from university lecturers) and to specify that intra-university consulting is expected as part of normal university duties
<a href="#">RSP 503-04</a> Purchases from Employees and Relatives for Sponsored Projects	<b>Deletion of Policy</b>
<a href="#">RSP 504-01</a> Sponsored Projects Travel for ASU Employees	<b>Revision of Policy</b> Revised pursuant to latest revision of US-EU Open Skies Agreement
<a href="#">RSP 504-04</a> Conference Registration Costs for ASU	<b>Revision of Policy</b> Revised to clarify that all three conditions do not have to be met in order for registration

■ **Accessing the Manuals**

- Academic Affairs
- Capital Programs Management Group
- Environmental Health & Safety
- Facilities Management
- Financial Services
- Department of Intercollegiate Athletics
- Property Control System
- Police Department
- Parking and Transit Services
- Purchasing and Business Services
- Research and Sponsored Projects
- Staff Personnel
- Student Services Manual

**Index to Policy Titles**

**Submission Guidelines for Manual Revisions**

**Coding Template for Policies and Procedures Manuals**

**Contact Manual Coordinators**

**Accessing Archived Manual Revision Notices**

**Accessing Archived Manual Policies**

Employees on Sponsored Projects	fees to be reimbursed and to change title to reflect inclusion of per diem rates in policy
RSP 506-01 Conference Registration Costs for ASU Employees on Sponsored Projects	<b>Deletion of Policy</b>
<u><a href="#">RSP 508-01</a></u> Charging Direct and Facilities & Administrative Costs to Sponsored Projects	<b>Revision of Policy</b> Revised to delete sentence about overdrafts
<u><a href="#">RSP 509-03</a></u> Financially Closing Out Fixed Price Agreements	<b>Revision of Policy</b> Revised to delete procedures

[RSP manual](#) | [ASU policies and procedures manuals](#) | [Index of Policies by Title](#) | [RSP manual contact](#) | [ORSPA Web site](#)  
[Back to Top](#)

