

Effective: 3/1/2009

RSP Manual Revision Notice

Policy	Summary of Change
<p>RSP 004</p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to change “The director of the Office for Research and Sponsored Projects Administration (ORSPA) currently serves in this capacity” to “The director of the Office of Research Integrity and Assurance (ORIA) currently serves in this capacity”</p>
<p>RSP 103</p> <p>Principal Investigator Responsibilities</p>	<p>Revision of Policy</p> <p>Revised to delete links to deleted policies and to add a link to the Office of Research Integrity and Assurance</p>
<p>RSP 201-01</p> <p>Human Subjects in Research</p>	<p>Revision of Policy</p> <p>Revised to add three sources and to update one; to delete “Information for Investigators” and the cross-references; to add the statement that “For more information on protections of human subjects in research, see the Institutional Review Board Web site or contact the Office of Research Integrity and Assurance at 480/965-6788” with a link</p>
<p>RSP 201-02</p> <p>Human Subjects in Research— Application and Consent</p>	<p>Deletion of Policy</p>
<p>RSP 201-03</p> <p>Human Subjects in Research— Exemption and Expedited Review</p>	<p>Deletion of Policy</p>
<p>RSP 201-04</p> <p>Human Subjects in Research— Project Monitoring</p>	<p>Deletion of Policy</p>

<p>RSP 201–05</p> <p>Human Subjects in Research— Assurance of Compliance</p>	<p>Deletion of Policy</p>
<p>RSP 202</p> <p>Care and Use of Laboratory Animals</p>	<p>Revision of Policy</p> <p>Revised to add a source; to delete five sections of the Policy and the Cross-References; to state that “The ASU Department of Animal Care and Technologies (DACT) is responsible to public and government agencies for husbandry and veterinary care of animals used in research”; and to state that “For more information on care and use of laboratory animals, see the Institutional Animal Care and Use Committee Web site. You may also contact the Office of Research Integrity and Assurance or the IACUC chair by calling 480/965-6788” with a link</p>
<p>RSP 205</p> <p>Biosafety</p>	<p>Revision of Policy</p> <p>Revised to add that “For more information, see the Institutional Biosafety Committee Web site. You may also contact the Office of Research Integrity and Assurance or the IBC chair by calling 480/965-6788” with a link</p>
<p>RSP 206</p> <p>Objectivity in Research— Disclosure of Financial Interests and Management of Conflicts of Interest</p>	<p>Revision of Policy</p> <p>Revised to add that “The university requires all investigators to file an annual disclosure statement of significant interest”</p>
<p>RSP 207</p> <p>Standards for Scientific Diving</p>	<p>Revision of Policy</p> <p>Revised to add a source and to update a link</p>
<p>RSP 210</p> <p>Misconduct in Research</p>	<p>Revision of Policy</p> <p>Revised to add sources and to remove the procedures</p>
<p>RSP 213–01</p> <p>Security Clearances</p>	<p>Revision of Policy</p> <p>Revised to change a source and to state that “The facility security officer can be contacted at 480/965-2179 at the Office of Research Integrity and Assurance”</p>

<p>RSP 213-02</p> <p>Certification of Drug-Free Workplace</p>	<p>Revision of Policy</p> <p>Revised to change a source; to add a cross-reference; and to change “Office for Research and Sponsored Projects Administration” to “Office of Research Integrity and Assurance”</p>
<p>RSP 213-03</p> <p>Procurement Integrity</p>	<p>Revision of Policy</p> <p>Revised to add a source; and to change “Office for Research and Sponsored Projects Administration” to “Office of Research Integrity and Assurance”</p>
<p>RSP 502-03</p> <p>Certification of Sponsored Project Effort</p>	<p>Revision of Policy</p> <p>Revised to remove nonexempt employees from the certification of effort for sponsored projects; to add “For employees paid on a 12-month basis, effort reporting is certified semi-annually.”</p>
<p>RSP 506-02</p> <p>Cost Transfers to Sponsored Projects</p>	<p>Revision of Policy</p> <p>Revised to clarify the 90-day period for requesting cost transfers, to state the correct name of the Advantage 611 E-W report, to remove information about the HRMS legacy payroll system, to add “designated support staff” to the persons responsible for the procedure, and to state that if the person entering the redistribution is not an account signer on the account receiving the expense, the account signers will be notified for approvals</p>
<p>RSP 507-01</p> <p>Request to Revise a Sponsored Project Agreement</p>	<p>Revision of Policy</p> <p>Revised to explain why ORSPA needs to ascertain that a request for revision meets all agency requirements, to give the name of the form to be submitted, and to delete a cross-reference</p>
<p>RSP 509-01</p> <p>Sponsored Project Termination Responsibilities</p>	<p>Revision of Policy</p> <p>Revised to distinguish “obligated” from “anticipated” end dates, to add that the Grant and Contract Accountant (GCA) send a “Period Ending Notification” to the principal investigator 60 days before the obligated end date, and to clarify how the GCA closes the agency/org</p>
<p>RSP 509-02</p> <p>Reports and Deliverables from Sponsored Projects</p>	<p>Revision of Policy</p> <p>Revised to specify that ORSPA is responsible for the timely submission of all expenditure reports and the principal investigator is responsible for maintaining source documents; and to state that “If sponsored project</p>

	<p>funding is not received due to nonsubmission or a report’s technical deficiency (late or inadequate technical report or milestone report), the PI and/or department will be responsible for any deficit due to sponsor nonpayment”</p>
<p>RSP 509-04</p> <p>Sponsored Project Agency/Org Deficit</p>	<p>Revision of Policy</p> <p>Revised to specify that “The responsible agency/org as identified in the unit hierarchy will be responsible to cover the deficit” and to clarify the procedure for transferring a deficit balance</p>
<p>RSP 604</p> <p>Intellectual Property Management Implementation Policy</p>	<p>Revision of Policy</p> <p>Revised to add three sources and to delete one</p>

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