


Category	Research and Scholarly Activities	Policy Number	ACA-RES-102	 جامعة زايد ZAYED UNIVERSITY
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Responsible Office	Provost	Policy Owner	Office of Research	
Date Approved	22 April 2007	Effective Date	22 April 2007	
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PROCEDURES

Public and Private Support for Research and Sponsored Programs

1. Procedures

The following procedures must be followed, regardless of the potential sponsor:

- 1.1** Faculty or staff members seeking individual funds or sponsorship from business, industry, foundations, government entities, or individuals must first clear any approach with the Assistant Provost for Research. This is to ensure that there is no conflict with existing agreements or with other pending solicitations with the company, foundation, ministry, or other sponsor involved.
- 1.2** A faculty or staff member proposing a sponsored project, before forwarding a proposal to the Assistant Provost for Research, must obtain approval of the proposal from the Dean of the College in which the project would be based. The Dean must be satisfied that the project is appropriate for the unit to undertake as part of its educational, service, or research programs; that appropriate and sufficient staff are available and willing to supervise; and that adequate space and facilities are available.
- 1.3** All proposals must include a budget based on advice from the Chief Administration and Finance Officer.
- 1.4** After review and approval of the proposal by the Assistant Provost for Research, the proposal shall be sent to the Office of the Provost for review and approval.
- 1.5** If a formal agreement or contract is desirable to implement a proposal accepted by a sponsor, it must be signed by the appropriate representative of the university as determined by the Provost.
- 1.6** Renewals or extensions of sponsorship agreements must be approved by the same procedure as the original proposals.
- 1.7** Any correspondence proposing modification of the terms or conditions of a contract or grant, including changes in the scope of the work, the period of performance, or the total estimated costs, shall emanate from the Office of the Provost.

1.8 Copies of funded proposals shall be maintained in the Office of the Assistant Provost for Research and in the Office of the Chief Administration and Finance Officer.

2. Revision History

Date	Revision
1 February 2023	Administrative change: <ul style="list-style-type: none">• Updated the information header to be in line with the new format.• Updated the policy number from ACA-RES-01 to ACA-RES-102.
15 December 2019	Updated the format.
22 April 2007	Reviewed procedures.
1 October 2000	Procedures approved.