

# RESEARCH ADVISORY COUNCIL

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## RESEARCH CONTRACTS AND AGREEMENTS POLICY

### 1 Policy on Research Contracts and Agreements

There is a wide range of arrangements under which the KFSH&RC, or an individual within the KFSH&RC, may agree to undertake a research project on a specified problem, using KFSH&RC facilities and/or personnel, for a sponsor that provides funds to meet all or part of the costs of the project. These arrangements vary from a formal Research Contract to an Agreement or a simple letter.

The KFSH&RC encourages investigators directly associated with the KFSH&RC to seek and enter into arrangements which provide external financial support, through Research Contracts or other Agreements, for research in which KFSH&RC facilities are used, providing that such arrangements are compatible with KFSH&RC policies and regulations on research.

No member of the KFSH&RC shall engage in contractual research agreements without prior approval of the Chairman of the Research Advisory Council (RAC).

### 2 Procedural Guidelines and Principles

#### 2.1 Preliminary Negotiation

2.1.1 After preliminary discussions by the Investigator with a potential sponsor, an Investigator is to seek written approval of both the project and related budget from the RAC;

2.1.2 This approval means that as a consequence of the proposed research:

- a) the academic and financial interests of the KFSH&RC, the Investigator(s), and the public, are considered to be reasonably protected;
- b) the normal teaching duties or other responsibilities of the Researcher(s) will not be affected adversely, or that acceptable adjustments to these duties have been made and budgeted for in the proposal, and as appropriate in the related departmental budget;
- c) the existing KFSH&RC space and facilities will not be unduly burdened, or that needed additions to those have been budgeted for in the proposal; and
- d) all direct costs and overhead charges have been considered and included as appropriate in the proposed budget.

#### 2.2 Overhead Charges

Overhead charges are related to provision by the KFSH&RC of space, the use of equipment already owned by the KFSH&RC, heat, light, water, electricity and similar services, and the time of support personnel in supporting Departments.

The overhead charge shall be agreed to between the researcher and the Office of Research Affairs on the basis of the following criteria:

- 2.2.1 The research proposal is initiated by the Investigator; the Investigator is free to use the funds in the way she or he thinks best in order to forward the proposed research; the title to any equipment purchased resides with the KFSH&RC; the research is academically acceptable (i.e. should lead to results suitable for publication in a refereed journal); and the Investigator is free to publish the results at her or his discretion, and there is no hold-back of funds subject to successful completion of all or any part of the project, including interim and final reports. No overhead need be charged.
- 2.2.2 The research contract or agreement is with KFSH&RC or a non-profit agency. The overhead charges specified in the regulations of the granting agency shall apply.
- 2.2.3 The research contract or agreement is with any other agency. Overheads may be charged at up to a maximum rate of 100 percent of the direct costs, depending on restrictions imposed by the contract or agreement, and normally shall not be less than 30 percent of the direct costs.

### 2.3 Office Of Research Affairs Responsibilities

The Office of Research Affairs (ORA) is to coordinate on behalf of the KSH&RC, arrangements made under this regulation. Grant applications and contract proposals are to be processed by the ORA according to established policies and guidelines.

### 2.4 Accounting

- 2.4.1 All incoming monies are to be made payable to the General Funds (10200/5). Necessary accounting arrangements will be made by the Institute's Finance Department upon the request of the Office of Research Affairs.