

CSSP Research Grants – Administrative Regulations

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FUNDING

Significance of Grant Period

- a) A BA/CSSP* grant gives authority to the grantee to commit and expend funds for costs in support of the project up to the previously specified grant amount at any time during the grant period and in accordance with the submitted time and budget plans.
- b) Expenditures may not be charged prior to the research starting date or subsequent to the grant expiration date.

Payment Policy

- a) **Timing of payments.** The fund will be received by the researcher as a lump sum payment sliced against progress reports according to the schedule specified and agreed upon in the contract signed by both parties.
- b) **Withholding payments.** CSSP reserves the right, upon written notice, to withhold future payments following a specified date if the recipient fails to comply with the conditions of a CSSP grant, including the reporting requirements.

MONITORING RESEARCH PERFORMANCE

Grantee Responsibilities

- a) A grantee has full responsibility for the conduct of the research or activity supported under a CSSP grant and for the results achieved. The grantee should monitor the performance of the research to assure adherence to performance goals, time schedules or other requirements as appropriate to the research or the terms of the grant. In order to carry out these responsibilities, each grantee should comply with the applicable requirements for grants and to the prudent management of all actions affecting the grant.

Documentation for each action affecting the grant shall reflect appropriate reviews or approvals, which should be made in advance to the action. Reviews are intended to help assure that the proposed action:

1. is consistent with grant terms and conditions;
2. is consistent with CSSP and grantee policies;
3. represents effective utilization of resources; and
4. does not constitute a change in objective or scope.

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- b) CSSP, through authorized representatives, has the right, at all reasonable times, to make site visits to review research accomplishments and grantee management of the grant (technical accomplishments and financial accountability).

The grantee will be informed at least 48 hours before the visit.

If any site visit is made, the grantee shall provide all reasonable facilities and assistance for the safety and convenience of the CSSP representatives.

- c) The grantee is obliged to attend any event in which the CSSP asks for his/her contribution as a speaker, tutor, assistant or a participant unless he/she has other strong obligations or reasons for not attending the event. In such case, the grantee is asked to report his reasons to the CSSP at least one week prior to the event.

- d) Reports: A periodical progress report* should be submitted to CSSP at the end of each phase. This report should conform to the format and content specified by the CSSP and available on the grantee webpage. The CSSP reserves the right to decline the progress report if it was found to be not informative of the project progress and the phase expenditures or if no noticeable progress has been achieved during the phase or if it was noticed that the fund is not being appropriately used.

Grantee Notifications to CSSP and Requests for CSSP Approval

The following is a listing of grantee notifications to and requests for approval from CSSP. The listing is not intended to be all-inclusive, it does highlight the most frequent areas where specific notifications and requests for approval are called upon.

N.B. All notifications and requests for approval must be submitted electronically.

Grantee notifications

Any changes in the grantee's personal or contact information

Significant changes in methods/procedures .

Significant changes/delays or events of unusual interest.

Conflicts of interest that cannot be satisfactorily managed, reduced or eliminated.

Grantee requests

Change in objective or scope.

CHANGES IN PROJECT DIRECTION OR MANAGEMENT

a) Changes in Objectives, Scope or Methodology

1. Changes in Objectives or Scope

Neither the phenomena under study nor the objectives of the research stated in the proposal or agreed modifications thereto should be changed without prior CSSP approval. Such changes should be proposed to the person in charge. If approved by CSSP, the grant will be amended.

* If the research duration is less than one year, the grantee must submit at least two progress reports during this duration.

Grantee signature:

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2. Changes in Methodology

The grantee is allowed to pursue interesting and important leads that may arise during the conduct of a research or to adopt an alternative approach which appears to be a more promising means of achieving the objectives of the research. Significant changes in methods or procedures should be reported.

3. Significant Changes, Delays or Events of Unusual Interest

- a) In the event that problems arise, delays or adverse conditions that will materially affect the ability to attain the objectives of the research or to meet such time schedules as may have been proposed, the person in charge must be notified.
- b) CSSP should be informed of any events of unusual interest that occur during the course of the research by means of reports, communications or photographs.

b) Changes in Management

1. The grant is not transferable, by any means, to any person other than the grantee.
2. The grantee has an obligation to complete the research within the determined duration and is solely responsible for reporting, writing, communicating or conducting the experiments.

TECHNICAL REPORTING REQUIREMENTS

CSSP requires technical research reports. Information from these reports is used to demonstrate performance. These reports also provide administrative offices with information on the progress of supported researches and the way these funds are spent. Information in these reports may be made available to the general public under supervision of the center.

a) Periodical Progress Reports

- The grantee should submit a periodical progress report before the end of each phase. A copy of such reports must be uploaded on the grantee's webpage and another signed copy should be sent to the CSSP by regular mail.
- Unless otherwise specified in the grant, the progress reports shall be submitted **at least two weeks** prior to the end of the current budget period.
In case of delay of the progress report submission for any reason, the grantee should notify the CSSP about the reason of the delay and the expected submission date **at least two weeks before the progress report due date**. Otherwise, the CSSP reserves the right to terminate the grant.
- Normally, the grantee's phase installment is delivered to his/her bank account within two to three weeks following receipt and approval of the progress report by CSSP.

b) Final Research Report

Within 30 days following expiration of the grant, a final research report must be submitted to the CSSP. In addition, the grantee shall also provide within the same period of time, any unique reports or other related items.

The final progress report should follow the CSSP guidelines which are available on the grantee's webpage. The CSSP reserves the right to decline the final progress report if it does not comply with the guidelines. In such a case, the grantee's final

Grantee signature:

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installment of the grant will not be released except following receipt of an appropriate report and publishing the results in a respected science journal. CSSP retains the right to publish and disseminate any study approved for funding, without any further payment to the grantee. CSSP may also request that the grantee present the findings at any upcoming conferences/events.

c) Final Technical Information Items

As soon as they are available after completion of the research, the following technical items must be submitted for CSSP program management use:

- Abstracts of theses/research paper;
- Publication citations and reprints of articles;
- Data on scientific collaborations;
- Information on inventions;
- Technical description of the research and results;
- Other materials either required in the grant or considered to be useful to CSSP; and
- Universal Resource Locator numbers of electronic publications generated by the project.

d) Compliance with Technical Reporting Requirements

The final research report should include the history and accomplishments achieved as a result of the completed award. Failure to provide final technical reports on a timely basis will delay CSSP review and processing of pending proposals.

e) Grant Closeout

Grant closeout is the process by which CSSP determines that all applicable administrative actions and all required work of the grant have been completed. Grants will be concluded upon receipt of the final research report, and after determination that all other administrative requirements in the grant have been met.

f) Grantee Withdrawal

Under any circumstances, if the grantee withdraws from conducting his role, the CSSP/BA reserves all rights to claim the expenses paid to the grantee.

PUBLICATION/DISTRIBUTION OF GRANT MATERIALS

a) CSSP Policy

CSSP advocates and encourages open scientific communication. CSSP expects significant findings from the researches it supports to be promptly submitted for publication, with authorship that accurately reflects the contributions of those involved.

b) Costs

Cost of documenting, preparing, publishing, disseminating and sharing research findings and supporting material are permissible charges included in the grant.

Grantee signature:

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c) Responsibilities

Preparation, content, editing, identification of authorship and submission for publication of significant research findings are the responsibility of the researchers.

d) Grantee Obligations

- Unless otherwise provided in the grant, the grantee is required to assure that:
 - i) An acknowledgment of CSSP/BA support appears in every publication (including World Wide Web pages) of any material based on or developed under the grant, in the following terms:

"This material is based on work supported by the Bibliotheca Alexandrina – Center for Special Studies and Programs, under Grant No. (Grantee should enter grant number)."
 - ii) BA/CSSP support should be verbally acknowledged during all news media interviews, including public media such as radio, television and news magazines.
 - iii) Every publication of material (including World Wide Web pages) based on, or developed under, the grant, except research articles or papers appearing in scientific, engineering, technical or professional journals, should contain the following disclaimer:

"Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Bibliotheca Alexandrina, Center for Special Studies and Programs."
 - iv) Up to two copies of every publication of material based on or developed under the grant, clearly labeled with the grant number and other appropriate identifying information, should be provided to the CSSP promptly after publication.
- Grantees should also note their obligations with regard to copyrights and their responsibilities as members of the scientific community to disseminate and share research results.

QUESTIONNAIRES: DATA COLLECTION UNDER CSSP GRANTS

Data collection activities of CSSP grantees are the responsibility of grantees, and CSSP support of a research does not constitute CSSP approval of the survey design, questionnaire content or data collection procedures. No representation may be made to respondents that such data are being collected for, or in association with, CSSP or the BA. However, this requirement is not intended to preclude mention of BA/CSSP support of the project in response to an inquiry or acknowledgment of such support in any publication of this data .

RELEASE OF INFORMATION BY BA/CSSP

a) Press Releases

Grants for researches which appear to be of special interest to the general public may be made the subject of an BA/CSSP press release to the news media.

Grantee signature:

Date:

b) Release of Research Reports

- 1- CSSP expects significant findings from research it supports to be promptly submitted for publication.
- 2- To the extent permitted by law, CSSP will honor requests from grantees that release of periodical and final Research Reports be delayed to permit orderly dissemination of significant findings through refereed channels.
- 3- Unless such a request is received or material is marked as proprietary, such reports may be made available to others without notice to the grantee.
- 4- Information, the disclosure of which might invade personal privacy, will be redacted before release.
- 5- The progress and research reports will be a shared property between the BA/CSSP and the grantee.

LIABILITIES AND LOSSES

CSSP assumes no liability with respect to accidents, bodily injury, illness, breach of contract, any other damages or loss, or with respect to any claims arising out of any activities undertaken with the financial support of CSSP grant, whether with respect to persons or property of the grantee or third parties. The grantee is advised to ensure or otherwise protect itself or others as it may deem desirable.

SUSPENSION AND TERMINATION PROCEDURES

a) Definitions

- **SUSPENSION** is an action by CSSP that temporarily withholds support of a research pending corrective action by the grantee or a decision by CSSP to terminate the grant.
- **TERMINATION** is the cancellation of a grant, in whole or in part, at any time prior to its expiration.

b) Suspension and Termination

CSSP Policy

- A grant may be suspended or terminated in whole or in part in any of the following situations by:
 - i) CSSP when the grantee has failed to comply with the terms and conditions of the grant;
 - ii) CSSP in case of research misconduct (if CSSP and the grantee cannot reach an agreement, CSSP reserves the right to unilaterally terminate the grant); or
 - iii) The grantee on written notice to CSSP setting forth the reasons for such action, the effective date, and in the case of partial termination, the portion to be terminated or suspended (with the understanding that if CSSP determines that the unterminated portion will not accomplish the purposes of the grant it may suspend or terminate the entire grant).
- Normally, action by CSSP to suspend or terminate a grant will be taken only after the grantee has been informed of the proposed action, or informed of any deficiency on its part and given an opportunity to amend it.
- Within 30 days of the termination date, the grantee will furnish a summary of progress under the grant and an itemized accounting of costs incurred prior to the termination date.

Grantee signature:

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c) Procedures for Suspension or Termination

- i) When it is believed that a grantee has failed to comply with one or more of the terms and conditions of a grant, the CSSP will generally advise the grantee in writing of the nature of the problem and that failure to correct the deficiency may result in suspension or termination of the grant. The grantee will be requested to respond in writing within 30 calendar days of the date of such letter or email, describing the action taken or the plan designed to correct the deficiency.
- ii) If a satisfactory response is not received within the above period, the CSSP may issue a notice immediately suspending authority to further obligate grant funds, in whole or in part. Notice of suspension is sent. The notice will set forth the terms of the suspension and its effective date.
- iii) Normally, the suspension will remain in effect for a maximum of 60 days to allow the grantee to take corrective action. In the event that the deficiency is not corrected to the satisfaction of CSSP. It may issue a notice of termination, addressed as in ii, above. The notice will set forth the reasons for the action and its effective date.
- iv) Suspension or termination due to research misconduct will be imposed as provided in that regulation.

d) Termination by Mutual Agreement

Circumstances may arise in which either CSSP or the grantee wishes to terminate a project. If both parties agree that continuation of the project would not produce results commensurate with the further expenditure of funds, or if there arises any other reason, the grant may be terminated by mutual agreement.

Procedures

- If the grantee wishes to terminate the project, a notification is to be sent to the CSSP person in charge.
- If CSSP wishes to terminate the project, a notification is to be sent to the grantee.
- Within 30 days following receipt of request from either party for termination by mutual agreement, the other party will provide an appropriate written response. In the event of disagreement between the parties, the CSSP will make a final decision.
- Following termination, grant closeout procedures will be initiated.

Grantee signature:

Date: