

Office of Sponsored Research
Castle Point on Hudson
Hoboken, NJ 07030

Al Giacchetti, Executive Director Sponsored Research
Tel: (201) 216-8574 Fax: (201) 216-5203

**Stevens
Institute of
Technology**

Memo

Date: June 30, 2006

To: Deans, Directors, Department Heads, Principal Investigators

**From: Al Giacchetti, Executive Director
Office of Sponsored Research**

Re: OSR Website and Proposal Routing Sheet

The Office of Sponsored Research is pleased to announce the deployment, effective July 1, 2006, of a new web page where policies, procedures, information, research opportunity information, institute contacts, forms, and other information related to the research enterprise is available. Please look at the website, <http://www.stevens.edu/osr> and give us your feedback. Your feedback is important to us since the website will be maintained and upgraded as required.

One important item on that website is the availability of the new Stevens Institute of Technology Proposal Routing Sheet, which will be required effective July 1 for all research proposals (federal, state, industrial, etc). The form can be completed on line, printed and attached to the proposal prior to routing through the department/dean to the Office of Sponsored Research for processing.

In addition, we would like to take this opportunity to remind you that a number of Institute policies and guidelines related to the research enterprise will become effective July 1, 2006. Each of these has been discussed either at Town Meetings or at the special training session earlier this month.

Policies or guidelines have been developed in the following areas:

Policies

- Cost Sharing and Matching Funds on Sponsored Projects
- Cost Transfers
- Pending Account in Advance of Receipt of An Award
- Time and Effort Reporting

Guidelines

- Closeout of Fixed Price Awards
- Fabricated Equipment
- Issuing and Monitoring Subrecipient Agreements

Each of the policies or guidelines is available on the OSR website.

As you review and use these documents and forms, please let us know if you have any questions.