

INDIANA UNIVERSITY SOUTHEAST

RESEARCH POLICY MANUAL

Office of Academic Affairs

Sixth Edition

2011

## TABLE OF CONTENTS

Grant Support	4
Internal Support	4
Research Support Fund	4
Large Grant Fund	4
Summer Faculty Fellowships for Research	4
Summer Faculty Fellowships for Teaching	5
Summer Faculty Fellowships for Faculty/Student Working Group	5
Grant in Aid of Research	6
Student Assistant Grants	6
Second Meeting Travel Grants	6
Faculty Development Travel Grants	6
Quick Response Mini Grants	6
Improvement of Teaching Grant	7
Software	7
Sabbatical Leaves of Absence	7
Support from the IU System	7
Research Support from IU	7
International Opportunities	7
Support for IUS Students	8
Student Travel Awards	8
Student Research Fellowships	8
Faculty/Student Working Groups	8
Small Grants to Students	8
External Contract and Grant Support	9
Application Procedures	9
Preparation of Proposals	9
Human and Animal Subjects	9
Biological Safety	9
Radioactive Materials	9
Hazardous Materials	9
Technology Transfer	10
Policies Governing Research, Grants and Sabbaticals	10
Policies and Administration – General	10
Specific Policies and Guidelines	10
Summer Faculty Fellowships	10
Criteria for Applying	10
Instructions for Applying	11
Restrictions and Conditions	11
Grants In Aid	11
Instructions for Applying	11
Restrictions and Conditions	12
Second Meeting Travel Grants	13
Criteria for Evaluation	13
Instructions for Applying	13
Restrictions and Conditions	13

Faculty Development Travel Grants	14
Criteria for Evaluation	14
Instructions for Applying	14
Restrictions and Conditions	14
Quick Response Mini Grants	14
Improvement of Teaching Grants	15
Criteria for Evaluation	15
Instructions for Applying	15
Software	15
Sabbatical Leaves of Absence	15
Purpose	16
Terms of Leave	17
Eligibility	17
Scheduling	17
Application Procedure	18
Advisory Notification	18
Application	18
Revised Application	18
External Contracts and Grants Policies and Research Compliance	17
Timetable for Submission	19
Institutional Information	19
Budget Preparation	20
Facilities and Administrative Costs	20
Protection of Research Subjects	21
Human Subjects Policy	21
Faculty Staff Research	21
Scholarship of Teaching Learning Research	22
Undergraduate and Graduate Student Research	22
IRB Notification	23
Reporting Requirements	23
Projects Begun without Review	23
Animal Subjects Policy	23
Visitation of Animal Care Facilities	24
Research Misconduct and Fraud	24
Intellectual Property	25
Conflict of Interest	25
Affirmative Action and Equal Employment Opportunity	25

## **I. Grant Support**

### **1. Internal Support**

#### **a. Support from IU Southeast**

IU Southeast faculty members may apply for several types of support for research and creative activity. Funds for software and international projects are also available. Deadlines in addition to the ones listed below are sometimes announced. When deadlines fall on a weekend or holiday, applications are due the next business day. See Part II for restrictions, conditions, and application procedures applicable to the program listed below. Applications are available from Office of Academic Affairs (LB-152, ext. 2208) and at:

<http://www.ius.edu/acadaffairs/research.cfm>

#### **I. Research Support Fund**

The purpose of this fund is to provide \$10,000 to facilitate research and creative activity for new tenure-track faculty and to assist in their efforts to procure external funding and to recruit student assistants. Proposals must include a detailed budget, current curriculum vitae, and two letters of support, one letter of support must come from the school dean. The IU Southeast Research & Grants committee will review the Applications for Research Support and make recommendations to the Dean for Research, who will make recommendations to the chancellor. The chancellor will make the final decision in consultation with the Vice President for Research or his designee. In the event that there are no new tenure-track faculty members or no fundable applications, the funds will be added to the Large Grant Program funding available to all tenured or tenure-track faculty members.

Deadline: October 15

#### **II. Large Grant Fund**

The program allows IU Southeast faculty to apply for up to \$5000 in funding to support research or creative work. Only tenured and tenure-track faculty are eligible. Preference will be given to proposals that seem likely to result in external funding or increase the number of students participating in research and creative activity. Applications may take the form of requests for equipment, for matching funds, for large-scale survey studies, or for reassigned time from teaching to provide sufficient time complete an application for external funds. Applications for large grants will be reviewed by the IU Southeast Research & Grants Committee. The Chancellor will send in the names of all applicants and abstracts of those applications recommended by the Research & Grant Committee and Dean for Research to the Vice President for Research at IU Bloomington.

Deadline: November 15

**III. Summer Faculty Fellowships for Research**

The purpose of the fellowships is to provide support for full-time summer activities related to research or creative work. Half fellowships may be awarded in special circumstances, only. The amount of the award varies, but in no case may it exceed 20% of the individual's 10 month salary (maximum \$8000). Only tenured and tenure-track faculty are eligible. Applications for Summer Faculty Fellowships for Research are reviewed by the Research & Grants Committee. Faculty accepting Summer Faculty Fellowships cannot receive remuneration for teaching during the summer of the fellowship.

Deadline: November 15

**IV. Summer Faculty Fellowships for Teaching**

The purpose of the fellowships is to provide support for full-time summer activities related to teaching enhancement or curricular development. Recipients receive 20% of their salary (maximum \$8,000). Any exceptions to the salary distribution, or number of Fellowships awarded, are decided upon by the members of that year's committee. Half fellowships may be awarded in special circumstances, only. The amount of the award varies, but in no case may it exceed 20% of the individual's 10 month salary. All IU Southeast faculty are eligible. Applications for Summer Faculty Fellowships for Teaching are reviewed by the Improvement of Learning Committee.

Deadline: November 15

**V. Summer Faculty Fellowships for Faculty/Student Working Groups**

The purpose of the fellowships is to provide support for faculty working with 2 to 4 students on individual or joint research projects or creative work. The grant provides a full summer faculty fellowship for the faculty member and a fellowship for each student participant. The amount of the award varies, but in no case may it exceed 20% of the faculty member's 10 month salary (maximum \$8000). Only tenured and tenure-track faculty are eligible. Applications for Faculty/Student Working Groups are reviewed by the Research & Grants Committee. Faculty accepting Summer Faculty Fellowships cannot receive remuneration for teaching during the summer of the fellowship.

Deadline: February 15

**VI. Grant-in-Aid of Research**

These grants provide support to cover expenses of research. The maximum is established each year by the Research and Grants Committee. The award has rarely exceeded \$1,000 for an individual applicant. All IU Southeast faculty are eligible. Applications for Grant-in-Aid of Research are reviewed by the Research & Grants Committee.

Deadlines: October 15, November 15, February 15 and March 15

**VII. Student Assistant Grants**

These grants provide support to cover expenses of an undergraduate student research assistant. All IU Southeast faculty are eligible. Applications for Student Assistant Grants are reviewed by the Research & Grants Committee.

Deadlines: October 15, November 15, February 15 and March 15

**VIII. Second Meeting Travel Grants**

These grants offer partial support for faculty members who have committed their annual meeting travel funds and have the opportunity to participate in some other significant way at a second professional meeting. All IU Southeast faculty are eligible. Applications for Second Meeting Travel Grants are reviewed by the Research & Grants Committee.

Deadlines: October 15, November 15, February 15 and March 15

**IX. Faculty Development Travel Grants**

These grants offer partial support for travel to conferences and workshops whose relevance is inter-disciplinary or cross-disciplinary. They may not be used to supplement annual meeting travel funds. These funds are administered jointly by the Research and Grants and Improvement of Learning Committees. All IU Southeast faculty are eligible. Applications for Faculty Development Travel Grants are reviewed by a joint subcommittee of the Research & Grants and Improvement of Learning Committees.

Deadlines: October 15, November 15, February 15 and March 15

**X. Quick Response Mini-Grants**

These funds are available to pay minimal costs associated with research/creative work, the publication or presentation of such work or for the preparation of proposals for the funding of such work. Generally, the awards are approximately \$50. Mini-grants are administered by the Dean for Research. All IU Southeast faculty are eligible. Submit a memo detailing the request to the Dean for Research.

Applications accepted at any time

**XI. Improvement of Teaching Grants**

These grants support faculty efforts to promote the improvement of teaching at IU Southeast. Examples of eligible projects include the design of individual study units and learning modules, original design and production of materials and seed money for development of larger projects. The Improvement of Learning Committee determines guidelines and policies for these grants and makes recommendations to the Associate Vice Chancellor for Academic Affairs regarding their award. All IU Southeast faculty are eligible. Applications for Improvement of Teaching Grants are reviewed by the Improvement of Learning Committee.

Deadlines: October 15, November 15, February 15 and March 15

**XII. Software**

The Integrated Technology Committee is authorized to fund requests for software (i.e. programs executable on computers and/or information in forms that permit access by such programs) for academic purposes. Software may also be included as a line item on budgets submitted for Grants-in-Aid of Research and Improvement of Teaching Grants. All IU Southeast faculty are eligible.

Deadlines: The Integrated Technology Committee announces its deadlines each semester and makes its application available electronically. The established deadlines noted previously apply to software included in other budgets.

**XIII. Sabbatical Leaves of Absence**

See page15 for more details for sabbaticals. Only tenured faculty are eligible. Applications are reviewed by the Research and Grants Committee.

Deadlines: Set by the Vice-Chancellor for Academic Affairs.

**b. Support from Indiana University System**

I. Research Support from Indiana University

IU Southeast faculty members also are eligible to apply for central funds from Indiana University and from centers and institutes that have system-wide missions. Many, but not all, are designed to encourage collaboration among faculty members on different IU campuses. Information about and applications for these and other programs can be obtained from the IU Southeast office of Academic Affairs, from the Office of the Vice President for Research(OVRP)in Bloomington, (812)856-2408 or from the web site <http://research.iu.edu/>.

II. International Opportunities

IU Southeast faculty members also are eligible to apply for funds from the Office of the Vice President for International Affairs to support their international research and presentations. Information on these awards and grants are found at <http://www.indiana.edu/~ovpia/ovpia/funding/uWide.php>.

**c. Support for IUS Students**

IU Southeast provides several types of support for research, creative activity, and travel to student or professional conferences by IU Southeast students. When deadlines fall on a weekend, applications are due the following Monday. Applications are available from the Office of Academic Affairs (LB-152, ext. 2208) and at <http://www.ius.edu/acadaffairs/studentresearch.cfm>.

I. Student Travel Awards

Provide partial travel funding for students who have the opportunity to participate in a student or professional meeting. Funds are limited and awarded competitively. Applications are reviewed by the Dean for Research. There is an expectation that students applying for this funding will already have applied for Student Enrichment Funds in the Office of Student Affairs (<http://www.ius.edu/studentaffairs/article/student-travel-funds>)

Deadline: Applications are accepted at any time.

II. Student Research Fellowships

Four fellowships of \$1000 are awarded each semester to allow students to carry out major independent projects under the supervision of a faculty member. Students may also apply for \$500 in research supplies and equipment. Faculty mentors receive a \$500 stipend. Applications are reviewed by the Research & Grants Committee.

Deadlines: For fall and spring semesters, the deadline is the end of the first week of classes. For summer semester, the deadline is March 15.

III. Faculty/Student Working Group Fellowships

As part of the Faculty/Student Working Groups Fellowship described in section I.A.1, students participate as part of a faculty/student working group application. Student research fellows receive a \$1000 research fellowship. Applications are reviewed by the Research & Grants Committee.

Deadline: February 15.

IV. Small Grants to Students

Limited funds are available for independent undergraduate research and creative work conducted by a student under faculty supervision. Applications are reviewed by the Dean for Research. Application format consists of a memo addressed to the Dean for Research detailing the project and the budgetary needs. Funding is generally limited to \$50

Deadline: Applications are accepted anytime.

## 2. External Contract and Grant Support

External sources of funding include state and federal government agencies and private foundations. The Research at Indiana University web page (<http://researchadmin.iu.edu/>) provides the best starting point for information about external grant applications and sponsored research services at IU. Membership in Community of Science (COS: <http://www.cos.com/>) allows individuals to search a national database for funding sources.

### a. Application Procedures

Anyone contemplating applying for funds from an external source should contact the Dean for Research. No application or preliminary proposal should be sent by an individual faculty or staff member directly to an agency or foundation. Such proposals must be routed through Kuali Coeus Research Administration (<http://kuali.iu.edu/index.shtml>). It is advisable to seek preliminary approval for budgets from Grant and Contract Services in the Office of Research Administration. Certain fellowships and prizes awarded directly to individual scholars are not administered by the university and do not require university routing. Potential applicants should consult with the Dean for Research well before the due date to determine whether the opportunity they are seeking falls into this category.

### b. Preparation of Proposals

Information to aid in the preparation of proposals is available from the Office of Academic Affairs. Proposal writers will need data about Facilities and Administrative (indirect) cost rates, fringe benefit rates, who to designate as the grantee, dates of agreement between IU or IU Southeast and federal agencies regarding compliance with federal laws, etc. Rates change from year to year and sometimes month to month. Potential applicants should always check for the most current information before preparing applications.

### c. Human and Animal Subjects

All proposals involving the use of live subjects require additional paperwork prior to submission. Information on Institutional Review Board and Institutional Animal Care and Use procedures may be found in the section on Policies.

### d. Biological Safety

All proposals involving any research or teaching activities involving recombinant DNA, human tissues or fluids, or other infectious agents, authorization must be obtained from the Institutional Biosafety Committee (IBC) at IU Bloomington. Exempt recombinant DNA research must be registered with the IBC using the IBC Committee Protocol Submission Forms.

### e. Radioactive Materials

All uses of radioactive materials at Indiana University Southeast must be specifically authorized by the Radiation Safety Officer at Indiana University Bloomington.

### f. Hazardous Materials

Researchers using hazardous materials of any type should be thoroughly familiar with the Indiana University Document *Laboratory Chemical Safety Plan* which details the regulations for the use and disposal of such materials.

### **3. Technology Transfer**

The IU Research and Technology Corporation (IURTC) located on the Indianapolis campus is responsible for the development and implementation of technology transfer policies and procedures for all of Indiana University and for the benefit of the public domain. Serving as a centralized contact, IURTC's objectives are to stimulate the transfer or commercialization of intellectual property; facilitate development of industrial collaboration; and provide education, resources and assistance to the faculty, students, and staff related to the identity and protection of intellectual property and license portfolios. IURTC provides training and information, develops relationships with industry, negotiates license terms, and assists in the management and protection of intellectual property. The office can be reached by phone: 317-278-1901 or on the web at <http://innovate.indiana.edu/iurtc/>. Information regarding Indiana University's Intellectual Property Policy may be found in section II.G.

## **II. POLICIES GOVERNING RESEARCH, GRANTS, AND SABBATICALS**

### **1. Policies and Administration – General**

The policies pertaining to internal grants, fellowships, and sabbatical leaves derive from IU and IU Southeast administrative policies and from decisions of the IU Southeast Research and Grants Committee which is responsible for making recommendations to the Vice Chancellor for Academic Affairs regarding these awards. The committee exercises broad discretion within the bounds of these policies. For example, it decides the number and maximum amounts of grants, when application deadlines will be, and what kinds of support will be given priority. The policies pertaining to extramural grants and contracts derive from IU and IU Southeast administrative policies and practices and from the policies of individual funding sources. Because of the complexity of these policies, it is essential that prospective grant applicants discuss their projects and budgets with the Dean for Research before and during the preparation of a proposal. The Dean for Research is responsible for insuring that applications for research support, whether internal or external, adhere to the relevant administrative policies. For internal awards, he/she is responsible for setting up accounts, transferring funds, monitoring accounts, and insuring that mandated progress reports are filed. For external awards, these post-award functions are carried out by Grant and Contract Services in the Office of Research Administration at Bloomington. The Dean for Research serves ex officio as a voting member of the Research and Grants Committee. Applicants are encouraged to submit all applications for internal funding electronically in either Word.

### **2. Specific Policies and Guidelines**

#### **a. Summer Faculty Fellowships:**

These fellowships provide support for full-time scholarly activity during the summer months.

#### **I. Criteria for Evaluation**

In reviewing applications, the IU Southeast Research and Grants Committee will base its recommendations on the following criteria:

1. Applicant's competence for the project (i.e., background, training, preparation, and previous research or creative work in the area);
2. Presumed contribution to knowledge (can be established by summarizing key works in the area);
3. Method and plan of work;

4. Evaluations of the project by knowledgeable reviewers; and/or
5. Documented accomplishments on previous research projects;
6. Overall clarity and quality of the proposal;
7. When the applicant last received similar support (i.e., preference is given to junior faculty and to those who have not been supported recently);
8. Whether the project is likely to lead to external support.

II. Instructions for Applying

1. Applications are available from the Office of Academic Affairs and via the web at <http://www.ius.edu/acadaffairs/research.cfm>. References should be sent directly to the Dean for Research and will be held in confidence, i.e., their contents will not be shown to the applicant. Comments by referees must be germane to the project. A letter from the applicant's Dean is required in all cases. Applicants without an established record of research are advised to obtain one or more additional references from person(s) knowledgeable in the field of the proposed project.
2. Previous financial support for this research area must be detailed; sources, dates and amounts of awards, and progress.
3. Applications, along with the Dean's letter, must be sent to the Dean for Research in Academic Affairs through the Dean by the announced deadlines.
4. A detailed plan of work including an explicit statement of the research hypothesis or question and a description of the research methods (or comparable information as appropriate to the applicant's discipline is required).
5. A statement indicating whether the project can be carried out without additional funding is required.

III. Restrictions and Conditions

1. All laws, regulations and policies with regard to research using live human or animal subjects or hazardous materials will be followed.
2. A progress report will be required by October 1 following the fellowship.
3. Awards are not made to complete degree work, e.g., dissertations.
4. The I.R.S. may consider these fellowships as income. The University is required to make the standard deductions for income tax and F.I.C.A.
5. Individuals whose employment will not continue through the following academic year are ineligible for Summer Faculty Fellowships. Fellows terminating their employment for the following academic year after receiving fellowships will be required to repay the university.

**b. Grants-in-Aid**

These grants provide money to cover expenses of research or creative activity. In reviewing applications, the IU Southeast Research and Grants Committee will base its recommendation on the same criteria found under Summer Faculty Fellowships:

I. Instructions for Applying

1. See instructions listed under Summer Faculty Fellowships.
2. A detailed budget is required.

3. Hourly wages should show both hourly rate and number of hours and include the current F.I.C.A rate for any hours worked by students who are not enrolled at least .5 FTE.
4. Travel should show both mileage and the coach class air fare. Whichever is least expensive is the maximum that will be awarded. Mileage should be calculated in accordance with current IU travel policy.
5. When the travel for which the funding is requested is exclusively for the purpose of gathering research data, the Committee will consider requests for travel to a foreign destination as well as travel within a foreign country.
6. When research in a foreign country is being undertaken in conjunction with a trip to an international conference, or for some other purpose, awards for travel will be limited to travel within the foreign country.
7. Faculty members delivering papers to international conferences should apply to the Overseas Conference Fund for support.
8. University policy does not permit reimbursement for mileage in a foreign country. It does permit reimbursement for the costs of air, rail or coach tickets and/or the cost of car rental. Also, gasoline purchases are reimbursable.
9. Items labeled "miscellaneous" or "other expenses," unless clarified, will not be funded.
10. Per diem will not be awarded, although, if lodging and meals are itemized separately, lodging may be awarded in some circumstances.
11. Travel to Bloomington or other IU campuses ordinarily will not be awarded.
12. A justification should be given for each budget item.

ii. Restrictions and Conditions

1. See Restrictions and Conditions under Summer Faculty Fellowships.
2. Requests for capital equipment are usually not funded; such purchases should be made from other sources of funding. At IU the current threshold for capital equipment is \$5000.
3. Travel for professional meetings is supported from other funds, as are teaching innovations.
4. Under most circumstances, a research account is opened and the budgeted funds deposited. The principal investigator serves as account manager and the Dean for Research as account supervisor. The account manager is responsible for expenditures from the account in keeping with university fiscal policies. Transfer of funds within a budget must be approved by the Research and Grants Committee or the Dean for Research.
5. The account manager is personally responsible for the balance if the account becomes overdrawn.
6. Funds remaining after a project is completed should be returned to the Research and Grants Committee.
7. If a project supported by a Grant-in-Aid yields royalties or other income, the grantee is required to repay the University from such personal

income when the amount is in excess of \$100 in any year. Thus, each year that the income exceeds \$100, the recipient is obligated to repay one-half of such excess until the grant is repaid.

**c. Second Meeting Travel Grants**

These awards provide partial support for travel to a second professional meeting in a given academic year.

I. Criteria for Evaluation

In evaluating applications the members of the Research & Grants Committee will base its recommendation on the following criteria:

1. The nature of the applicant's participation in the second meeting,
2. The nature of the applicant's participation in the meeting for which regular travel funds were used;
3. The general level of the applicant's participation in scholarly associations;
4. When the applicant last received similar support, (i.e., preference is given to those who have not been supported recently).

II. Instructions for Applying

1. Applications are available from the Office of Academic Affairs or via the web at <http://www.ius.edu/acadaffairs/research.cfm>. Applications are to be submitted through that Office of Academic Affairs.
2. Printed materials about the meeting, letters of acceptance and/or an invitation to participate should be included.
3. Breakdown of travel expenses is required.

III. Restrictions and Conditions

1. All Indiana University regulations governing travel apply.
2. The maximum grant from this source is \$400. There is no restriction on other sources of partial funding except that these funds may not be used to supplement those allocated for the faculty member's annual professional trip or first meeting.
4. Ordinarily awardees will charge expenses, up to the amount of the award, to their School's travel account. Schools will be reimbursed by the Office of Academic Affairs at the end of the fiscal year. Evidence that the awardee has attended both first and second meetings should be provided.
5. As a rule, no awards will be made retroactively.

**d. Faculty Development Travel Grants**

These awards provide partial support for travel to workshops, conferences, chautauquas, meetings and the like. The grants are administered jointly by the Research and Grants and Improvement of Learning Committees. In evaluating applications the reviewers will base their recommendation on the following criteria:

I. Criteria for Evaluation

1. The nature of the event and its participants;
2. The manner in which the IUS faculty member will participate;
3. The benefit to IU Southeast or some unit of IU Southeast broader than a single discipline which will presumably accrue as a result of the faculty member's participation.

II. Instructions for Applying

1. Guidelines are available from the Office of Academic Affairs. Applications are to be submitted through that office.
2. Printed materials about the event and/or an invitation to participate and complete information about costs of attendance and other sources of partial support must be included.
3. A letter from a Dean or other appropriate administrator or colleague attesting to the contribution the applicant's attendance can make to IUS must be included.

III. Restrictions and Conditions

1. All Indiana University regulations governing travel apply.
2. There is no restriction on other sources of partial funding except that these funds may not be used to supplement those allocated for the faculty member's annual professional trip.
3. Ordinarily awardees will charge expenses, up to the amount of the award, to their school's travel account. Schools will be reimbursed by the Office of Academic Affairs at the end of the fiscal year.
4. Evidence that the awardee has made the trip should be provided.
5. As a rule, no awards will be made retroactively.
6. In accepting these funds the faculty member agrees to share the knowledge she/he has gained in an appropriate forum and in a timely fashion.

**e. Quick Response Mini Grants**

These funds are available to pay minimal costs associated with research/creative work, with the publication or presentation of such work, or with the preparation of proposals for the funding of such work. Typical uses are copying, long distance phone calls, database searches, and manuscript submission fees. Application is in the form of a memo submitted to the Dean for Research providing a one-paragraph description of the project and a statement regarding the proposed use of the funds. Awards are not made in cash; where feasible items or services are charged to existing accounts and reimbursed by Academic Affairs.

**f. Improvement of Teaching Grants**

These grants provide money to support innovative approaches to teaching, to enhance the uses of technology in the classroom, to obtain classroom resources that are not funded as equipment or have been placed on annual equipment requests and not funded, and to assist with registration fees for conferences directly designed to improve teaching through improved methods or increased knowledge of materials to be taught.

I. Criteria for Evaluation

In reviewing applications, the IUS Improvement of Learning Committee will address itself to the following factors:

1. Contribution to improvement of teaching.
2. Benefits to be gained from the project.
3. Overall quality and clarity of the proposal.
4. Other funding sources applied for/received for the project.
5. Whether there are aspects of the project which are applicable to other disciplines.

II. Instructions for Applying

1. Applications are available from the Office of Academic Affairs.
2. Applications must be sent to the Associate Vice Chancellor for Academic Affairs through the Dean by the announced deadline.
3. Financial support for this and other projects must be detailed: sources, dates and amounts of awards.
4. A detailed budget is required:
5. Hourly wages should show both hourly rate and number of hours and include the current F.I.C.A. rate for any hours worked by students who are not enrolled at least .5 FTE.
6. Travel should show both mileage and the coach class air fare. Whichever is least expensive is the maximum that will be awarded. Mileage should be calculated in accordance with current IU travel policy.
7. Items labeled "miscellaneous" or "other expenses", unless clarified, will not be funded.
8. Per diem will not be awarded, although, if lodging and meals are itemized separately, lodging may be awarded in some circumstances.
9. Travel to Bloomington or other points within the IU system ordinarily will not be awarded. Individuals whose projects involve travel to other IU campuses may be eligible for funding from other sources.

**g. Software**

Both individual and network software for research or teaching may be funded. Committees may exercise their best judgment and forward software requests from one to another. All requests to purchase software must be reviewed by the IUS Integrated Technology Committee before submission to any committee that provides funds. The purpose of this review is to avoid unnecessary duplication, to assure a good fit between software and hardware, and to identify the appropriate vendor. In reviewing proposals, priority will be given to purchases for which no additional hardware is required.

### 3. Sabbatical Leaves of Absence

Faculty members should refer to the current edition of the Indiana University Academic Handbook for IU policies regarding sabbatical leaves. The following information interprets those policies as they apply at IU Southeast.

#### a. Purpose

The purposes of the sabbatical leave program are to provide time to faculty for scholarly research and creative work including travel that may be required and to allow faculty to keep abreast of developments in their field. A sabbatical leave is granted on the basis of an acceptable proposal from the faculty member, indicating the manner by which these general objectives are to be achieved. . Acceptable programs for the use of time may include:

- i. Research on significant problems.
- ii. Important creative or descriptive work in any means of expression, for example, writing, painting, and so forth.
- iii. Postdoctoral study along a specified line at another institution.
- iv. Other projects consistent with the purposes of sabbatical leave as defined by IU policy.

It is expected that the plan described in the proposal will be adhered to with reasonable diligence. The faculty member should advise the Vice Chancellor of Academic Affairs, the Dean for Research and the Research and Grants Committee about any change in sabbatical plans which might occur after a sabbatical proposal has been approved. If the changes result in a completely new project, then a new proposal must be submitted for review. If the sabbatical proposal is based on the assumption that the faculty member will take a one year sabbatical, and a year-long leave does not materialize, then the Vice Chancellor of Academic Affairs, the Dean for Research and the Research and Grants Committee must be notified as to how the proposal will be affected by the shortened leave period. For example, if more than one project has been proposed and not all can be completed, then the faculty member must notify the Vice-Chancellor, the Dean for Research and the committee which of the projects will be pursued for a one semester leave. Faculty who are granted a one-year sabbatical leave must confirm to the Vice Chancellor of Academic Affairs by March 1 whether they intend to take a full year leave at half salary. If, for any reason, the sabbatical leave is shortened to one semester, the compensation for that semester will be at half salary. Reinstatement to the faculty position for the balance of the year is contingent upon institutional needs and resources and upon the availability of a line position (IU Board of Trustees Policy). Within three months after the termination of the leave, the faculty member will submit a report to the Vice Chancellor for Academic Affairs on a form designed for this purpose. It will be available to the Research and Grants Committee for use in evaluating future applications for such leaves. The Vice Chancellor for Academic Affairs may request the Research and Grants Committee to review a sabbatical report and to advise the Vice Chancellor whether the sabbatical leave time was used appropriately and in accordance with the approved sabbatical proposal. In addition, failure to provide an adequate sabbatical report, in a timely manner, may be the basis for denial of subsequent requests for sabbatical leave.

**b. Terms of Leave**

Sabbatical leave will be for one semester at full salary or for one year at half salary. The sabbatical leave program requires that persons on sabbatical leave devote full time to the scholarly activity for which leave is granted. Thus, persons on sabbatical leave will receive no salary or stipend from other sources than the University except that persons on leave for a year at half pay may engage in other scholarly activity consistent with that for which leave is granted and receive salary, stipend or honoraria from other sources in such amounts that total salary, stipend, and honoraria do not exceed approximately the annual income normally earned, and persons on leave may receive grants from other sources for travel and research expenses incidental to their scholarly activity. Under special circumstances permission may be granted for a faculty member to augment a full-year, half-salary sabbatical stipend through part-time teaching at a host institution. The purpose of such an exception is to make it possible for a faculty member lacking outside support to pursue an opportunity for research or creative activity during a full-year rather than a half-year sabbatical leave. The faculty member must explain in writing how the prospects for a productive sabbatical leave will be enhanced, and must specify the nature and extent of the proposed teaching. The School Dean must then recommend the exception to the Vice Chancellor for Academic Affairs, who will make the final determination as to whether or not it can be allowed. Under no circumstances may total stipends, salaries, etc., exceed the normal salary the faculty member would have received had he or she been on normal appointment at IU Southeast. Faculty members who receive sabbatical leave for a full year at half salary should discuss their fringe benefits with the Office of Human Resources.

**c. Eligibility**

A faculty member is eligible to apply for one sabbatical leave during each period of seven years' full-time service (including time on sabbatical leave), following the completion of the first six years of full-time service as a faculty member at Indiana University Southeast. Years of service at another university will not count toward sabbatical eligibility. Leaves without pay do not count as part of the period by which eligibility for sabbatical leave is determined, except that recipients of nationally or internationally competitive fellowships may count up to one such year toward their next sabbatical leave. A faculty member may be granted one sabbatical leave in the seventh, eighth, ninth, tenth, eleventh, twelfth, or thirteenth year of service, and one in the fourteenth, fifteenth, sixteenth, seventeenth, eighteenth, nineteenth, or twentieth year of service. Ordinarily, however, a sabbatical leave will not be granted within less than four years following a preceding sabbatical leave. However, a sabbatical leave need not be taken in a single academic year but may be divided over several academic years. The sabbatical leave program applies only to persons who will return to their positions at Indiana University for at least one academic year following a period of sabbatical leave. For example, sabbatical leave will not be granted for the last year of a faculty member's service prior to retirement.

**d. Scheduling**

As far as possible, departmental schedules should be arranged so as to permit eligible members of the faculty to take leaves. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the departmental program. To facilitate this planning, faculty members who wish to apply for leave during any part of a given academic year must begin the process approximately 18 months in advance of their anticipated leave.

**e. Application Procedure**

In accordance with a resolution of the IUS Faculty Senate (March 23, 1989), the Research and Grants Committee has established the following application schedule:

I. Advisory notification

By April 1 of the year preceding formal application potential applicants notify their school deans of their intention to apply for a sabbatical leave via a memorandum. They should indicate whether they anticipate taking a full-year or one semester leave. This notification is non-binding and does not require any information about the applicant's plans. Deans should attempt to resolve serious scheduling problems that would leave a particular discipline understaffed. Deans then forward lists of those planning to apply to the Dean for Research. The purpose of this step is to facilitate budget planning.

II. Application

By the first of October, those applying for sabbatical leaves at any time during the following academic year submit their applications to their deans. Forms for this purpose are available from the Office of Academic Affairs or at the Academic Affairs Research website <http://www.ius.edu/acadaffairs/research.cfm>. Three working days later, School Deans will deliver these applications to the Vice Chancellor for Academic Affairs with a statement indicating how each applicant's essential teaching assignments will be covered, an estimate of the cost of doing so, and an evaluation of the proposed sabbatical leave project. The Office of Academic Affairs distributes the applications to the Research and Grants Committee. By October 31 the Research and Grants Committee will provide feedback to the applicants via the Dean for Research.

III. Revised Application

By November 21 revised applications are submitted to School Deans who forward them with details concerning schedule adjustments, additional staff, or other anticipated expenditures to the Dean for Research, who submits final applications to the Research and Grants Committee for discussion and recommendation to the Office of Academic Affairs. Applicants shall be given the opportunity to make representation to the committee in support of their applications. The vice chancellor makes recommendations regarding sabbatical leaves to the chancellor by January, and the chancellor in turn forwards recommendations for approval by the IU administration and Board of Trustees. The campus administration will notify the Research and Grants Committee and nominees of recommendations in a timely manner. A positive recommendation at the campus level provides sufficient certainty to permit the applicant to make definite plans for the sabbatical leave.

**4. External Contracts and Grants Policies**

Contracts and grants from extramural agencies are subject to the policies and restrictions of the funding agency as well as of the university. Any faculty or staff member who intends to apply for external monies should be sure he or she is thoroughly familiar with all applicable policies and restrictions. As noted above, prospective applicants should discuss their proposals with the Dean for Research well in advance of application deadlines. Doing so will insure adherence to university

policies and will minimize delays in the administrative processing of applications. It is recommended that budget assistance be sought early in the process of proposal preparation.

**a. Timetable for Submission**

All proposals for external grants and contracts must be routed through the campus and the university. The following time table specifies the minimum amount of time required to assure that your proposal is postmarked or received on or before the due date. Please remember that at each step of the approval process the person whose electronic signature you need has to have time to read the proposal and may have several to read at once.

- As soon as you consider developing a proposal: Consult with the dean for research to be certain you have all the information you require and know the routing process. Clarify whether reviews for potential research risks or conflicts of interest are required. Clarify whether external letters of support are required and begin securing them. Check to see if there are any black-out dates when Academic Affairs or Grant and Contract Services in the Office of Research Administration at IU Bloomington cannot process proposals owing to holidays or vacation schedules and allow added time for these.
- Three weeks prior to due date: Develop the budget, line up required matching funds (if any), and obtain preapproval from Grant and Contract Services in the Office of Research Administration at IU Bloomington. Academic Affairs will assist you.
- Two weeks prior to due date: The completed application including required matching funds approvals, reassigned time or letter of support must be input into the electronic approval system. Make sure to approve the proposal yourself and inform your school dean and the dean for research that the proposal is in the
- One week prior to due date: Check with Academic Affairs to be certain proposal is approved and ready for submission to the granting agency.

**b. Institutional Information**

Proposal coversheets usually require specific institutional data. The data given here are to be used on **all** proposals. The grantee institution for extramural funds is always **Indiana University**. The only official authorized to sign for the university is **Stephen A. Martin**. In some cases it may be appropriate to indicate that the actual site of the project is IU Southeast. Applicants should check with the Dean for Research before preparing coversheet. Up-to-date information can be found at <http://research.iub.edu/>.

**INSTITUTIONAL DATA FOR PROPOSALS**

Applicant Organization Indiana University

Mailing Address P.O. Box 1847

Bloomington, IN 47402-1847

Steven Martin, Authorizing Official

P.O. Box 1847

Bloomington, IN 47402-1847

(812) 855-0516 FAX (812) 855-9943

[rugs@indiana.edu](mailto:rugs@indiana.edu)

Financial Officer Steven A. Martin

Assistant Vice President for Research

P.O. Box 1847

Bloomington, IN 47402-1847 (812) 855-3963 FAX (812) 855-9943

[stemarti@indiana.edu](mailto:stemarti@indiana.edu)

IRS/Entity Number 35-6001673  
*for NIH applications use: 1-356001673 -A1*  
NSF Awardee Organization Code 0018093000  
Performing Organization Code 0018176000  
NIH Institutional Profile Number  
Southeast 577804  
System 577801  
Indirect Cost Negotiation Agreement DHHS 5-14-04  
DUNS Number 00-604-6700  
CAGE Code 4E748  
Indiana Not-for-Profit Tax Registration  
Certificate Number 003123294  
Congressional District: 9th  
Bloomington & Southeast  
Human Subjects Assurance Number  
FWA00003544 IRB00000224  
Animal Welfare Assurance Number A4097-01

**c. Budget Preparation**

Applicants should seek the advice of the Dean for Research when preparing grant budgets. Unless the agency specifies lower limits, requests for funds for travel, lodging, etc., should adhere to the university's current allowances in those areas. If permitted by agency guidelines, applicants may request salary support in contract or grant applications. The university policy is that total academic-year salary from all sources of university-administered funds may not exceed 100% of a faculty member's assigned salary for that year. For example, if a person receives a grant to pay 25% of his/her academic-year salary, the salary he/she receives from the general fund will be reduced by 25%. Summer salary requests should be at a weekly rate of 2.5% of 10-month salary. Up to nine weeks at this rate may be requested without approval. Requests for more than nine weeks will be considered only in unusual circumstances and must be approved by the Vice Chancellor for Academic Affairs. The University has established guidelines for the calculation of benefits for academic year and summer salaries for faculty members and others. These are available from the Dean for Research or at [http://www.researchadmin.iu.edu/GrantContract/qc-propprep/qcs\\_rates.html](http://www.researchadmin.iu.edu/GrantContract/qc-propprep/qcs_rates.html)

**d. Facilities and Administrative Costs**

Facilities and Administrative (F&A) costs are the costs to the University for conduct and support of a research project which cannot easily be separated or specifically identified with that project. They are sometimes known as overhead, indirect, or administrative costs. Examples are the costs of space, library facilities, utilities, and accounting services. The University's policy is to seek full reimbursement for F&A costs unless the granting agency's policies prohibit or limit it. Any request for less than full reimbursement must be accompanied by an explanation and an official statement of the relevant policies of the grant agency. Requests for F&A costs are determined by a percentage of the requested direct costs, except for costs of capital equipment. The percentage, or F&A cost rate,

changes yearly. Applicants should discuss F&A cost requests with Dean for Research while preparing applications. Current IU F&A cost rates are available at

[http://www.researchadmin.iu.edu/GrantContract/qc-propprep/qcs\\_rates.html](http://www.researchadmin.iu.edu/GrantContract/qc-propprep/qcs_rates.html)

Faculty and staff members receiving grants that include F&A costs should discuss the policy for sharing those funds with the Dean for Research.

e. **Matching Funds**

Many grants require matching cash or in-kind contributions. The nature and sources of these must be discussed with the Dean for Research prior to budget preparation.

f. **Protection of Research Subjects**

All research, regardless of funding source, involving humans or live animals that is conducted on the IU Southeast campus or under IU Southeast auspices will adhere to Indiana University Southeast and Indiana University policies on the protection of research subjects. The Institutional Review Board for the Protection of Human Subjects in Research (IRB) and the Institutional Animal Care and Use Committee (IACUC) are responsible for monitoring research to insure compliance with these policies. Additional information, including forms, for conducting research is available in the Office of Academic Affairs or can be found on-line at: <http://www.ius.edu/acadaffairs/humansubjects.cfm>

I. Human Subjects Policy

Education in Human Subjects Protection: Recent federal regulations mandate a program of education in human subjects protection. All persons (**including students**) conducting research and seeking approval of the IRB are required to demonstrate that they have received training regarding the rights of research subjects and the conduct of research with human subjects. An on-line course and tests are available at

[http://researchadmin.iu.edu/EO/eo\\_citi.html](http://researchadmin.iu.edu/EO/eo_citi.html)

II. Faculty/Staff Research

The Department of Health and Human Services (HHS) defines research as "a systematic investigation designed to develop or contribute to generalizable knowledge." Regardless of their source of funding, faculty or staff members who plan to conduct research using human subjects are required to obtain the informed consent of those subjects and to take steps to minimize their exposure to physical or psychological risk.\* Additional precautions are necessary for special populations of subjects.\*\* All protocols for research with human subjects must be submitted to the

-----

\*Minimal Risk is defined by HHS policy for the Protection of Human Research Subjects--45 CFR 46 subpart A—as "the risks of harm anticipated in the proposed research are not greater considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests."

\*\*Special populations including pregnant women, fetuses, abortuses, prisoners, mentally disabled, economically or educationally disadvantaged or minors are considered vulnerable research subjects.

IRB for review. As detailed in the Code of Federal Regulations, 45 CFR 46, certain types of research may be ruled EXEMPT from formal review or eligible for EXPEDITED review, but all **must** be presented to the IRB in order for that determination to be made. Moreover, recent federal regulations mandate a program of education in human subjects protection, and inclusion of both genders and of minorities in all subject populations. The IRB is empowered to provide guidance in these matters.

III. Scholarship of Teaching Learning Research (SoTL)

Due to the dual roles (instructor/researcher and student/research participant) typical in SoTL research special caution is needed to ensure that the student/research participants do not feel untoward pressure to participate. To ensure ethical treatment towards the student/research participant a third party is needed to collect and hold the informed consents until after the course grades have been sent to the registrar's office. For more information, visit the Academic Affairs web page <http://www.ius.edu/AcadAffairs/>.

IV. Undergraduate and Graduate Student Research

Many student projects that involve human subjects are not intended to or likely to lead to generalizable results. Such projects would not fall under the operational definition of research quoted above and would not be subject to IRB review. Student research which may place subjects at risk, however, whether conducted as course assignments or not, or which is undertaken with the intent of adding to generalizable knowledge as, for example, a master's thesis, is subject to IRB review. Students who plan on sharing the results of their human subject research at a professional conference should seek IRB approval before initiating the study. Unfunded student projects which meet all of the following criteria, will not require review by the IRB:

- Research practica (usually in the form of course-related research projects and/or directed studies), the only objective of which is to provide research experience for the student or data for classroom use, and
- Which do not involve physically or psychologically invasive, intrusive, or stressful procedures or, in the judgment of the instructor, have the potential for placing subjects at more than minimal risk, and
- Which do not involve special populations.
- Which will not be presented at a professional conference.

*The following procedures are to be followed for all undergraduate and graduate student research projects:*

- Instructors are responsible for screening individual research projects and making the initial determination as to whether a given project meets the above criteria.
- If an instructor determines that a research project has as one of its purposes the production of generalizable knowledge or the results will be shared at a professional conference or that it may use members of special populations as subjects or involve risk, the project must be reported on the appropriate form provided by the IRB for its review and approval prior to initiating the research. These forms can be obtained from the office of Academic Affairs.

- If there is any doubt as to whether the project should be reviewed by the IRB, the Dean for Research is to be contacted for assistance. If the Dean for Research believes that a particular project is subject to regular IRB review, the proposed project must be reviewed.
- In the event IRB review is not needed for a particular project, the student researcher and the instructor are still obligated to treat their subjects ethically. Students should always obtain evidence of informed consent.
- If it is anticipated that the study will be funded (regardless of source) and/or that the results will be presented outside the classroom or published, IRB approval must be obtained. IRB forms and instruction packets and copies of the IU Southeast Assurance of Compliance with Department of Health and Human Services Regulations on the Protection of Human Subjects and the Code of Federal Regulations, 45 CF6 46 are available from the Office of Academic Affairs.

**IV. IRB Notification.**

Applicants will be notified in writing of the IRB's actions, and if a project is disapproved, of the reasons for the action. Once an approved project is under way, an investigator must notify the IRB in writing of any changes in the protocol which may affect the subjects' rights or welfare. The IRB reserves the right to request clarification or to disapprove the changes. The investigator must also notify the IRB in writing if unanticipated problems involving risks to the subjects or others arise. The IRB will maintain records of all its meetings and actions. Researchers should keep informed consent documents in their own files for a minimum of three years.

**V. Reporting Requirements**

Completion or termination of the data collection phase of an approved project should be reported promptly to the IRB. In the event that data collection has not been completed within one calendar year of approval, a progress report is required. Forms for reporting project status are available from Academic Affairs or via the web at <http://ius.edu/acadaffairs/humansubjects.cfm>.

**III. Projects Begun Without Review**

No internal or external funds will be released for projects involving human subjects until written approval from the IRB is documented. Whether funded or not, no IRB review will be made of projects already in progress. A researcher who has begun the collection of data from human subjects without prior IRB review will be notified of termination of the research project. The notification of termination will be kept on file in case questions about the project arise. Failure to comply with termination will result in permanent revocation of research privileges.

**g. Animal Subjects Policy**

I U Southeast recognizes the important contributions to knowledge that arise from research and instruction employing animals as subjects. It also recognizes its responsibilities to insure that such animals are treated humanely, that they are maintained under the best possible conditions of health and tranquility, and that the public is protected from possible health hazards. Therefore, IU Southeast adheres to the principles and guidelines set forth in its Assurance of Compliance with PHS Policy on Humane Care and Use of Laboratory Animals

and is registered with the USDA as a research site. To ensure compliance with appropriate policies and regulations, IU Southeast has established an Institutional Animal Care and Use Committee (IACUC) that includes a Doctor of Veterinary Medicine and a community representative. All research and teaching procedures involving live vertebrate animals must be reviewed by the IACUC. Forms on which to describe projects are available in the Office of Academic Affairs or online at <http://www.ius.edu/acadaffairs/humansubjects.cfm>. The Assurance and other relevant federal and university documents are also available.

Each animal colony must meet the requirements specified by federal or state laws. (The Guide for laboratory Animal Facilities and Care, prepared by the Institute of laboratory Animal Resources, and Public law 89-544, as amended by 91-579, shall be used as the references in apply these standards).

I. Visitation of Animal Care Facilities

Access to laboratory animal care facilities is generally limited to university personnel and students who are currently engaged in university-sponsored research or instruction involving the use of animals. In the event that other persons desire to visit such facilities, the following guidelines apply:

- Potential visitors shall send a written request to the Dean for Research, stating which facility they wish to visit, the species they wish to observe, and the purpose of the visit. They shall also identify the specific individuals who desire to participate in the visit.
- The Dean for Research, or his/her designate, after consulting with the IACUC veterinarian, may arrange a visit if it is determined to be appropriate by the Dean for Research and veterinarian. The Dean for Research or his/her designate shall have the authority to control access to a specific research animal care area where it is determined that such control is essential to protect a specific research design.
- Visitors should be informed that IU Southeast and its animal care facilities are in compliance with the Animal Welfare Act, the NIH Guide for Care and Use of Laboratory Animals, and the Principles for Use of Animals in the PHS Manual for Grants and Contracts.

**5. Research Misconduct and Fraud**

The Public Health Service (PHS) requires that all PHS awardees have policies and procedures in place for dealing with allegations of scientific misconduct or fraud (42 CFR 50). Indiana University is concerned that members of the university community meet the highest standards of ethics in the conduct of research. The university has, therefore, established procedures for handling instances of suspected research ethics violations in all disciplines --scientific and nonscientific -- regardless of the source of support .

<http://www.researchadmin.iu.edu/cs.html>

The policy, administered by the Vice President for Research, defines the various ethical breaches. These include misconduct such as plagiarism, falsification of data, abuse of confidentiality, suppressing or distorting contradictory data, deceptive publication attribution, and gross negligence; violation of research regulations; undisclosed conflicts of interest; misuse, misappropriation or misrepresentation of research funds; and failure to report observed

misconduct. The policy also provides procedures for handling allegations of research ethics violations, which include maintaining the confidentiality of investigations. Persons who report a suspected violation in good faith are protected, as are persons accused of violating the standards of research ethics where no serious violation is in fact found. Allegations of research ethics violations are investigated by a university committee appointed by the Vice President for Research. The policy requires that data that are relevant for supporting and verifying the findings of research projects be retained by the investigator for at least three years after the expiration date of the project. It also requires that researcher maintain current records and logs with sufficient detail to ensure that the course of the research can be reconstructed precisely at a future date. Some granting agencies, including all agencies associated with the PHS, require that investigations involving their awardees be reported to the agency. Institutions with scientific misconduct assurances on file with the PHS must make an annual submission to the Office of Research Integrity (ORI) comprising an aggregate report on allegations, inquiries, and investigations, along with an annual assurance update[42 CFR 50.103(b)]. The university's research risk compliance officer maintains a repository of data on allegations, inquiries, and investigations as mandated by ORI for its review of data for internal administrative purposes. It is important to take note of the possibility that this information would have to be released in response to a request under the Federal Freedom of Information Act on PHS-funded projects.

#### **6. Intellectual Property**

As specified in the "Indiana University Intellectual Property Policy" and other documents, the university exercises intellectual property rights to all inventions, creations, innovations, discoveries, and improvements -- *other than* traditional works of scholarship and instructional materials -- that have been developed with significant University resources (see [https://www.indiana.edu/~vpfaa/academicguide/index.php/Policy\\_I-11](https://www.indiana.edu/~vpfaa/academicguide/index.php/Policy_I-11)). Primary responsibility for identifying, protecting, and managing applicable intellectual property resides with the Technology Transfer Office, under policies developed and supervised by the Intellectual Property Policy Committee and the Vice President for Research. Questions about intellectual property should be referred to, and copies of all relevant documents may be obtained from, the Office of Academic Affairs.

#### **7. Conflict of Interest**

Indiana University requires an annual report of possible conflicts of interest in order that significant outside financial interests should be disclosed and reviewed to ensure that they are not improperly influencing teaching, research, or service, regardless of the source of funding. Disclosures must be completed by (1) all full-time tenured or tenure track faculty, (2) all visiting faculty, and (3) all other academic appointees who are currently principal investigators on research projects. The disclosure form must be completed at the following web site: [http://researchadmin.iu.edu/COI/coi\\_disclosure.html](http://researchadmin.iu.edu/COI/coi_disclosure.html)

#### **8. Affirmative Action and Equal Employment Opportunity**

Indiana University pledges to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. Indiana University will take affirmative action, positive and extraordinary, to overcome the discriminatory effects of

traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans. All AA/EEO policies of the University are applicable to research and creative endeavors regardless of funding source. Detailed information concerning these policies and assistance in related matters may be obtained from the Campus Office of Equity & Diversity, USC 231, ext. 2306.