

Office/Contact: Office of the Vice President for Research

Source: Decentralized Budget Model Development Task Force: White Paper No. 4

Link: <https://insidestate.sdstate.edu/budgetmodel/White%20papers/dbm.wp4.v062813.pdf>

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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Sponsored Programs Risk Management Fund

NUMBER: 8:8

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1. Purpose

Increased funding derived through sponsored programs imposes certain responsibilities, risks, and

- i. Deferred maintenance and repair of facilities.
- ii. Negligence or poor management of sponsored projects.
- iii. Matters arising from employees not adhering to University and SDBOR policies and procedures.

The Vice President for Research, or successor, will monitor the status of the Fund with assistance from the Office of Finance and Business. The University President is responsible for final refinement of recommendations and approval of implementation.

### 3. Procedures

#### a. Request for Actions Related to the Purpose of the Fund

- i. Potential matters related to responsibilities, risk management, or regulations for sponsored programs should be brought to the attention of the Vice President for Research, or successor. Deans and Vice Presidents should inform the Vice President for Research, or successor, in writing of potential necessary actions related to the purpose of the Fund. If needed, the Vice President for Research, or successor, will investigate the matter and the obligations entailed. The Vice President for Research, or successor, will determine if the matter is: (1) an emergency that requires immediate action, or (2) a non-emergency. The Vice President for Research, or successor, will consult with the University Office of General Counsel to determine if the matter entails confidentiality related to personnel, a sponsored project, or potential litigation.

#### b. Matters Deemed to be an Emergency

- i. Emergencies may exist following human or animal safety, loss of property, force majeure, or other situations that require action within five (5) business days. The Vice President for Research, or successor, will confer with the University President and the co-chairs of the University Budget Oversight Committee, or successor committee leadership, who will either concur that an emergency exists or determine a non-emergency. Emergencies will be addressed as instructed by the University President. Deliberations may take place by means of face-to-face meetings, emails, telephone or other similar mechanisms.
- ii. The Dean or Vice President that originated the process will immediately be informed of the University President's decision and instructions.
- iii. The University Budget and Oversight Committee, or successor committee, will meet no later than 7(t)-2.6(y)12.9

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Oversight Committee co-chairs, or successor committee leadership, will inform the University President of the matter and the committee's recommendations. Action will be taken based on final instructions by the University President.

- d. The Vice President for Research, or successor, will provide a report to the University President on or about August 1 of each fiscal year on the action(s) receiving support from the Fund in the immediate previous fiscal year.
4. Responsible Administrator

The Vice President for Research, or successor, is responsible for bi-annual and ad hoc review of this policy and procedures. The University President is responsible for approval of any modifications to this policy and procedures.

SOURCE: Approved by President 10/23/2014.