

MICA's *Quick Start* GUIDE TO SPONSORED PROJECTS FOR FACULTY AND STAFF

OVERVIEW

This is a summary of the fundamental policies that guide sponsored project activity and its administration at MICA. Faculty, staff, departments, and programs are encouraged to integrate sponsored project activity where it is feasible, practical, and contributes to the educational objectives of their programs or the college.

Who should use this guide?

Faculty and staff members wishing to:

- Evaluate funding opportunities for research or projects
- Learn MICA's process to vet a proposal for a sponsored project
- Develop a proposal for a sponsored project or research
- Gain insight into the logistics and/or develop a timeline for a sponsored project
- Craft a memorandum of understanding (MOU), contract, or proposal/agreement between an outside partner (sponsor) and MICA
- Establish an intellectual property agreement for an approved sponsored project
- Set up a budget and account code for an approved sponsored project

What is a sponsored project?

A sponsored project is an initiative that is funded through an external source including federal, state, and local government agencies; private corporations; small businesses; nonprofit organizations; other academic institutions; foundations; venture philanthropists; entrepreneurs; researchers; or investors.

Sponsored projects are generally defined by a legal relationship such as a grant agreement, contract, or MOU between MICA and an external sponsor or agency.

Examples of sponsored projects include research projects, course-based projects or practice-based studios, fellowship and internship programs, or scholarly activities that are externally funded. They can be curricular or non-curricular. Due to the institutional resources required to process and manage external funding, it is MICA's general policy to support sponsored projects with a minimum level of \$10,000 in contributed funds. (Projects falling below this threshold may be reviewed and pursued on a case-by-case basis.)

Because a sponsored project is part of an institutional agreement, the project must follow institutional guidelines, and be developed in partnership with the Offices of Research, Advancement, the Provost, and relevant academic programs or departments. Coordination with these offices ensures adequate planning, appropriate use of MICA's resources, and compliance with agencies' award policies. Furthermore, the Offices of Research & Advancement provide support and guide contract negotiation, including cost setting, scope of work, budget development, and the terms and conditions for the sponsorship.

Curricular Sponsored Projects

Curricular sponsored projects are educational projects where students and faculty explore questions or challenges presented by an external partner and work collaboratively with the partner to research and arrive at solutions. These experiences can also be defined as exploratory research, where participants investigate conceptual questions on behalf of an external partner.

Sponsored projects can take different forms within MICA's curricular structure. Ideally, they are offered to both undergraduate and graduate students for academic credit, as part of the existing academic degree programs. Examples include:

- *One or Two Semester Practice-based Studios:* A faculty member and 12-15 students (often, juniors, seniors, and graduate students) engage in a 15-week (one semester) or 30-week (two semester), 3 credit (one semester) or 6 credit (two semester) research study. Often, the kinds of problems raised by practice-based studios are best addressed by interdisciplinary teams. At MICA, projects developed by the Center for Social Design and other programs frequently engage students from different majors and disciplines.
- *Independent Study:* Study in which a student works with faculty to explore questions, topics or a project for the sponsor and receive credit as part of this work.
- *Internship:* Students work alongside faculty to design and develop a specific project for the sponsor. Internships are administered through the Office of Career Development. Students may receive credit as part of this work.
- *A project within an existing course:* A faculty member may incorporate a sponsored project within an existing course and build the project into the syllabus.

Non-Curricular Sponsored Projects

Many sponsored projects involve non-curricular activities. In these activities, students, and/or faculty may volunteer to support or receive stipends to work on a project for several weeks or more. Sponsorship can also cover materials and other project-related expenses. In this format, participants gain professional experience as part of a research team, but do not receive academic credit. Examples include: Research Projects, Research Fellowships or Assistantships, and Artist/Designer/Scholar/Entrepreneur Residencies.

Note: Most individual artist awards are not institutionally-sponsored projects. Faculty or staff may apply for these awards independently, as they do not require MICA as a fiscal agent.

GETTING STARTED

How do I initiate a sponsored project with MICA?

Let us know! Email the Office of Research officeofresearch@mica.edu with some basic information about the proposed project at least six months before the anticipated start date. Describe the project in a short paragraph, including: timeline, potential funders or partners, anticipated budget, and resources required for the project. Please copy your department chair, program director, associate dean, and/or supervisor on this initial contact.

Example project concept paragraph

A national nonprofit is interested in collaborating with students in a course to develop a prototype for a video game that encourages women's economic empowerment.

- *Timeline:* 08/2018 – 12/2018
- *Potential Sponsor:* Born This Way Foundation
- *Budget:* \$7,000
- *Resources required:* Set up a contract with a partner. Develop a budget and process payments from the sponsor. Identify collaborative workspace.

Exploring Funding Sources

If you are seeking sources of funding, visit the MICA Office of Research website at www.mica.edu/research which features links to databases and resources for potential awards and partnering opportunities with foundations, corporations, and government agencies. Before making an initial approach or inquiry, please review the potential funder or partner with the Office of Research to avoid any funding conflicts or project duplications.

DEVELOPING A PROPOSAL

The process to develop a proposal for a sponsored project can take as long as 6 to 12 months. Consider the following questions as you design a sponsored project or develop a grant application:

- What is the question or challenge to be addressed? Or, what is the educational or scholarly objective of the project?
- What do you want to do?
- Who are your collaborators? Will they be paid or unpaid for participating?
- Who will be served by this project? How will your project, when completed, impact others? What are the broader implications of the proposed project?
- Is this a curricular or non-curricular project? If curricular, would it be part of an existing course? Or require a new course proposal?
- Will you conduct research or related activities involving human participants? This may need to be reviewed by the MICA Institutional Review Board (IRB).
- What resources do you need to complete the project?
- How will you do it? (Describe the methods that will achieve the objectives.)
- What is the project budget? Include materials, space, and personnel requirements.
- What is the timeline for the project?
- Will you continue the work after completion of the project?
- How will the project impact be evaluated?
- How will you share the project outcomes with the MICA learning community and beyond?

SPONSORED PROJECT PLANNING TIMELINE

If your project already has an established sponsor, notify the Office of Research as soon as possible to develop a collaboration agreement. If you are looking for a sponsor, please allow for 6 months of planning before the project launch, or 12 months if the project impacts a scheduled course or requires a course release.

Key Planning Steps:

- Email officeofresearch@mica.edu with basic information about your project.
- Identify the source of funding.
- Discuss the proposed project with your department chair/program director, Associate Dean, and Office of Research, and other relevant MICA offices.
- Identify partners or consultants, if required, by the funder or as part of the project.
- Submit the research design to MICA's Institutional Review Board (IRB), if required.

- Review employment hiring policies and employment guidelines for project participants with MICA Human Resources.
- Work with the Office of Research to draft a collaboration agreement (a contract or MOU) and negotiate the terms with partners, including a budget and statement of work.
- Inform the Office of Strategic Communications about your project.

INSTITUTIONAL REVIEW BOARD (IRB)

Many programs at MICA engage human subjects in the course of their creative work and research. When this research is “a systematic investigation designed to develop or contribute to generalizable knowledge” and involves the collection of data through interaction or intervention with human participants, then it is likely that the project will require IRB review.

The Institutional Review Board exists to evaluate research involving human subjects conducted by members of the MICA community, and it operates under the guidelines enacted by the Office of Human Research Protection, Department of Health and Human Services. Research involving human subjects needs to be approved by MICA’s IRB prior to the start of the project. For more information about the process, please see MICA’s Institutional Review Board website: www.mica.edu/irb.

INTELLECTUAL PROPERTY

Sponsors must sign a collaboration agreement (or contract) and agree to all elements of MICA’s intellectual property policy before a project begins. See MICA’s Intellectual Property Policy on www.mica.edu/research.

MARKETING & USE OF LOGO

MICA is committed to positioning faculty and staff as leading experts in teaching, scholarship, innovation, and artistic excellence. The Office of Strategic Communications may assist with sponsored project press releases, web content, event communication, and publication review.

Partner terms of use of the MICA institutional identity and logo should be articulated in the sponsored project contract or memo of understanding.

CONTACT

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