

Center for Innovation and Research

Policy Manual



MICHIGAN STATE
UNIVERSITY

Center for Innovation and Research

*(A Partnership between Michigan State University
and Sparrow Health System)*

Prepared December 2015

Sparrow-MSU Center for Innovation and Research Contact Information

Dr. Shelia Cotten, PhD

Director, Center for Innovation and Research

Address: Sparrow Hospital

Sparrow Hospital

1215 E. Michigan Ave.

3 South

Lansing, MI 48912

Professor and Associate Chair for Research, College of Communication Arts & Sciences-MSU

Director, MSU Trifecta

Address: Michigan State University

MSU Communication Arts & Sciences,

404 Wilson Road

Rm 413

East Lansing, MI 48824

Email: cotten@msu.edu

Phone, Sparrow: 517-364-5738

Phone, MSU: 517-353-6336

Fax: 517-364-5735

Sharon Baer, Administrative Assistant

Sparrow Hospital

1215 E. Michigan Ave.

3 South

Lansing, MI 48912

Email: Sharon.Baer@sparrow.org

Phone: 517-364-5730

Fax: 517-364-5735

Center for Innovation and Research

Email: cfir@msu.edu

Website: <http://sparrowmsuinnovations.msu.edu/>

Facebook: <https://www.facebook.com/sparrowmsuinnovations>

Twitter: <https://twitter.com/cfir12>

The following is a full report from the Center for Innovation and Research.

Prepared: October 2015.

Funding Acknowledgement

This project, the Sparrow-MSU Center for Innovation and Research, is supported equally and jointly by Sparrow Health Systems and Michigan State University in order to seek new methods to improve patient care and deliver evidence-based clinical care.

To be used in conjunction with the Center for Innovation and Research Funding Support Guidelines.

Table of Contents for CFIR Policies

The Director	1
Governing Board	2
Advisory Board	2
Office & Staff	2
E-mail accounts	3
Identification/Badges	4
IT Support	5
Budget Management for Funded CFIR Projects	6
Conference Calls/Video Conferencing	8
Conflict of Interest	8
Copyright for CFIR Materials	9
Intellectual Property	9
Dissemination of Materials from projects supported by the Center for Innovation and Research:	9
Guidelines on Authorship	10
HIPAA (Health Insurance Portability and Accountability Act)	10
Reliance Agreement	11
Human Subjects Training/ Institutional Review Board (IRB)	11
Incentives for Subjects	13
Letters of Support	13
Library	14
MSU Office of Sponsored Programs (OSP) & Contract and Grant Administration (CGA)	14
Transmittal – MSU & Sparrow	14
News and Website	15
Ordering Supplies for Funded Projects	15
Parking/Permits	15
Postage expense/Mailing information	16
Postings for Jobs	16

Reimbursement..... 17

Requesting Space 17

Requirements for Partnerships on Funded Projects – Personnel..... 17

Storage of Data 17

Supply Purchases..... 18

Marketing Job Order - Sparrow..... 18

Telephone Information 18

Travel Guidelines..... 19

The Director

The Director will need to be a visionary leader who helps to create the shape and formation of the MSU/Sparrow Center for Innovation and Research. The mission of the Center is to transform the delivery of health care through implementation and evaluation of research promoting innovative approaches to high quality, safe care, improved patient outcomes and lower costs. The Director will be responsible for providing the leadership for the research program development and implementation activities. S/he will plan, develop, and monitor research-related processes and activities and seek resources for the Center for Innovation and Research. And, the Director will support the strategic direction of innovation for the MSU/Sparrow Center for Innovation and Research. S/he will serve as liaison between Sparrow and MSU, and clinical and academic investigators and will champion the development of the culture of innovation for the collaborative research activities in the MSU/Sparrow Center Innovation and Research.

The Director will be a federally funded (National Institutes of Health [NIH], National Science Foundation [NSF] or Agency of Healthcare Research and Quality [AHRQ]) researcher with at least an 8 year funding record and experience in health services research. This person will be appointed for a five year term. The Director should be eligible for a tenured position at MSU. The Director will report to the Governing Board and will chair the Advisory Board.

RESPONSIBILITIES

Position responsibilities include:

• Leadership

- Provide the leadership for the process of setting the strategic initiatives for the MSU/Sparrow Center for Innovation and Research.
- Provide the leadership to accomplish the Goals of the Center for Innovation and Research.
- Provide leadership to develop and maintain a record of funding for the MSU/Sparrow Center for Innovation and Research.
- Coordinate the planning and development of innovative research related processes between Sparrow and MSU.
- Champion the development of an innovative research culture and resources to assist investigators to develop and implement research projects.
- Create a culture that will support collaborative research efforts.
- Facilitate collaborative teams to develop innovative approaches to care delivery.
- Create a network of potential collaborators and partners.
- Build an environment that allows team members to obtain federal and other sources of funding.
- Communicate vision and activities of MSU/Sparrow Center for Innovation and Research to a variety of audiences.
- Represent interests of the Center for Innovation and Research to outside organizations to achieve collaborative effort on research related activities and financial support.
- Access resources and funding sources to support the goals of the Center.
- Initiate and maintain relationships with other Centers for Innovation and Research as needed.

• Program Implementation:

- Oversee the successful implementation of all aspects of the projects under his or her purview. This includes all programmatic, financial and evaluative aspects of the projects and involves working with a variety of staff and outside partners.
- Link clinicians and researchers with potential resources.
- Maintain excellent working relationships with the various program partners.
- Play an important role within the community as a content expert on various emerging healthcare reform issues related quality and operational improvement.
- Contribute to the success and alignment of ongoing projects and creates new opportunities related to our mission and vision and function.
- Analyze and facilitate regulatory facets for the joint research projects (e.g., IRB, conflict of interest, intellectual property).
- Report regularly to the Governing Board.
- Seek regular guidance from the Advisory Board.
- Provide daily supervision to two direct reports: Assistant Director, Administrative Assistant.

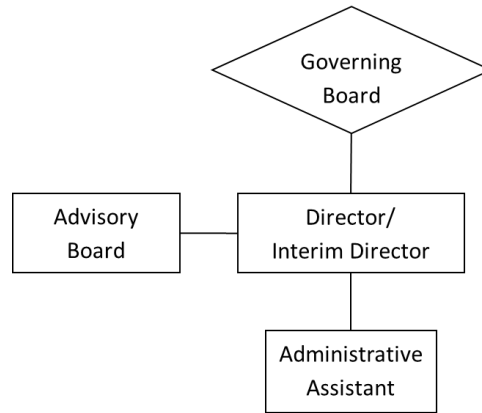


Figure 1: Structure of the Center

Governing Board

A Governing Board is comprised of the Provost and Deans from MSU and President/Chief Executive Officer, Chief Operating Officer, Senior Vice President/Chief Nursing Officer from Sparrow Health System (SHS). The Governing Board will provide visionary oversight to carry out and advise on the work of the Center, to include activities such as: hire director, approve policies, contracts, and budget oversight. This Governing Board is responsible for appointing the Advisory Board and setting research priorities, and approving projects for funding. The chairperson of the Governing Board will come from within the group and be selected by the group.

Advisory Board

The Advisory Board will be comprised of representation from Michigan State University (to include nursing, human medicine, and osteopathic medicine) and Sparrow Health System (to include Vice President of Nursing and VP Chief Medical Officer). The Advisory Board will participate in establishing the vision and mission of the Center for Innovation and Research, as well as assisting in setting strategic priorities. The Advisory Board will issue calls for Letters of Intent (LOI), then review the LOI's and make recommendations for proposals to the Governing Board. Proposals that obtain support will be asked to submit a full application. Applications received are reviewed by the Advisory Board, who will make recommendations to the Governing Board for funding.

They are also responsible for planning other Center activities such as: review of the website, information sessions, conferences, setting goals, and forwarding recommendations to the Governing Board. Other Advisory Board activities include overseeing guidelines for Intellectual Property and reviewing policies and processes put in place for the Institutional Review Board.

The Advisory Board is chaired by the Director of the Center for Innovation and Research.

Office & Staff

Administrative Assistant

The Administrative Assistant answers to the Director of the Center for Innovation and Research and helps with grant implementation.

The Administrative Assistant will:

- Keep Advisory Board Minutes.
- Assist in maintaining the Center's website.

- Support the office of the Center's Director as necessary.
- Perform various word processing, typing, and proofreading duties including correspondence, tables, graphs, forms, charts, records, schedules, etc. These documents are often confidential in nature.
- Coordinate photocopying, requisition of supplies, bulk mailing processing, filing, answering phones, maintenance of office equipment and perform other professional administrative assistant duties as required by the director, as well as assist with funded projects.
- Assist in budget preparation, establish systems for expenditure of funds and expense control, track finances, and reconcile with budget statements.
- Prepare administrative reports from word processing; database and spreadsheet software will take place.
- Establish, maintain, and revise record keeping and filing systems; and classify, sort and file correspondence, articles, records, mail and other documents.
- Facilitate meetings and conferences, schedule interviews and appointments, arrange travel accommodations, and perform other duties related to maintaining the Director's calendar on and off Sparrow campus.
- Engage in a variety of contacts in and outside of the Health System in order to obtain or relay information or arrange meetings.
- Aid in developing meeting agendas and take and prepare meeting minutes.
- Assist with grant applications and distribution of program announcements, as needed.
- Support researchers with the implementation of the CFIR grants.
- Coordinate, assist with, and oversee special projects.
- Fill in as needed in other areas.
- Meet deadlines in keeping with program needs.

Research Assistant (When applicable)

Essential duties and responsibilities include the following:

- Preparation of materials and reports, and assistance with projects as needed.
- Conducting literature reviews, summaries and synthesis as requested.
- Organization of data summaries when given a specific set of directions.
- Compilation and summarization of results and participate in preparing reports.
- Participation in regularly held meetings.

Sparrow Policy & Procedure Manager (PPM)

Most Sparrow policy and procedure documents are located within the Policy & Procedure Manager (PPM) through Sparrow's Intranet. Access to the PPM can be gained by contacting Sparrow's Audit and Compliance Services Department in order to obtain a username and password. Once provided with an email address, the username and password will be issued, which will allow the individual access to the PPM.

MSU Policy and Procedures

MSU policy handbooks, including the Faculty Handbook, may be located through the Human Resources website at:

<http://ousearch.omniupdate.com/query.html?charset=iso-8859-1&style=msuhr&qp=%2Bsite%3Ahr.msu.edu&qt=policy+handbook>

E-mail accounts

MSU

***In order to obtain an email account, a Net ID must be obtained through Information Technology Services, MSU ID office: www.tech.msu.edu**

(517) 355-4500, Receive in-person assistance at the [MSU ID Office](#) - International Center, 427 N. Shaw Lane, Room 170

***To activate the MSU NetID: <https://netid.msu.edu/activate.php>**

Health Colleges Email Address (ex: hc.msu.edu)

The Facilities Administration Clerk (LSA211) will request a user account (from HIT) for all new faculty; this account and ID will provide access to the faculty member's Outlook e-mail/calendar account. Problems with Outlook accounts should be referred to the Health Information Technology (HIT) team using the on-line request form available at <http://www.hit.msu.edu>.

General College Email Address (msu.edu)

*Mail.msu.edu is the centrally funded and supported email service for Michigan State University. Current faculty, staff, and students receive a free MSU NetID and email account.

*The mail.msu.edu system supports common methods for downloading incoming mail using an SSL (secure) connection: POP (Post Office Protocol) and IMAP. Some older e-mail clients, however, do not support SSL properly and are not compatible with mail.msu.edu.

To access mail.msu.edu:

- Point your browser to mail.msu.edu to log in to and use the [central e-mail service](#) via our web-based interface.
- [Configure a current version of an e-mail client \(i.e. Thunderbird, Outlook\)](#)
- Start using your e-mail or login to the web client at <http://mail.msu.edu>

Sparrow

- Email accounts for the Center for Innovation and Research's Director and Administrative Assistant need to be requested by contacting the Help Desk at: 517-364-HELP (x44357) Or at HelpDesk_Altiris6.9@Sparrow.org
- The request will be forwarded to the Identity Management department for processing.
- Email use policy: <https://ppm.sparrow.org/docview/?docid=8115>
- To access Sparrow email from a remote location, go to: <https://remote.sparrow.org/vpn/index.html> and enter the UserID and password.

Identification/Badges

All Sparrow and MSU faculty need to wear identifying badges when on Sparrow premises. This includes Research Assistants working under a CFIR-funded project, if the project is housed at Sparrow.

The CFIR Director will need both MSU and Sparrow identification.

MSU

<http://idoffice.msu.edu/>

The MSU ID Office serves as the single point of contact for all identity management activities at MSU and provides first-level support for the variety of services tied to MSU NetIDs and Spartan Cards.

ID Card/Spartan Card Support

The MSU ID Office also provides support for a wide variety of services tied to Spartan Cards, including electronic access control to buildings and parking gates, MSU Library services, Spartan Cash, and residence hall meal plans

*MSU IDs/MSU NetID (available for students, faculty and staff) may be obtained at the MSU ID Office, International Center, 427 N. Shaw Lane, Room 170, just left of the Food Court). (517) 355-4500

A letter will be provided with a password and PIN number to activate your account.

Sparrow

All Sparrow Caregivers, Executives, Physicians, Students and Volunteers will wear a Sparrow issued identification badge while on duty that bears the Caregiver's name, a photo image, title and department. Sparrow Security will issue ID badges for Caregivers consistent with this policy. <https://ppm.sparrow.org/docview/?docid=9865>

To obtain a security badge, go to Sparrow Intranet → Forms – Security → Frequently used forms → I.D. Badge Authorization

Take the form to Sparrow Security, which is located on the first floor of the main hospital building.

IT Support

Computer Hardware and Software

MSU

Health Information Technology (HIT) team
517-355-6531

<http://www.hit.msu.edu>

Service Support/Service Request System

<https://srs.teamdynamix.com/TDClient/Requests/ServiceCatalog>

Requests for computer hardware and software - should be made through a request form located at the Health Information Technology (HIT) Service Request System website: <http://www.srs.hit.msu.edu/Login.asp?IsNewSignIn=true> Problems with computers are to be referred to the Health Information Technology (HIT) team using the on-line request form available at <http://www.hit.msu.edu> or by calling 355-6531.

More information – Computer hardware and standard software (Office, Antivirus, Adobe, and Internet Explorer) must be purchased through (HIT) to ensure computers and printers are compatible with our system and will be supported. See HIT website page for hardware recommendations.

Non-standard software may be purchased directly from the MSU Computer Store at discounted rates.

If purchasing on a grant or contract account, follow instructions on the HIT website for placing an order.

Equipment purchases must be coordinated with the Director of Academic Instructional Support Services (AISS).

Shared Drive - Secure

Most MSU Colleges have their own shared Drive. Data should be stored on a secure network drive with appropriate back-up and intrusion protection. Often, secure space is provided by your data management team, e.g., BRIC, however, a secure network drive can also be requested through MSU HIT (Health Information Team). To request a shared drive, go to: <http://www.hit.msu.edu/forms.aspx> and use the "Create New Shared Drive Request Form".

Sparrow

Contact the Help Desk at:

517-364-HELP (x44357)

Or at HelpDesk_Altiris6.9@Sparrow.org

Contact the IT Helpdesk with hardware or software inquiries by calling 517-364-4357 (517-364-HELP) (x44357)

http://vma-intrnt-vwb1/sendmail/hardware_software.htm

A technician will be assigned to the ticket and make contact to process the order.

Application for Computer Access Services form:

http://care/idm/layouts/FormServer.aspx?XsnLocation=http://care/idm/New_Change_User_Form/Forms/template.xsn&SaveLocation=http%3A%2F%2Fcare%2Fidm%2FNew_Change_User_Form&ClientInstalled=true&Source=http://intranet.shs.org/Intranet/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity%5BROID%5BECA9127C06C2A4459741E7778BEED3E8%5D%5D&DefaultItemOpen=1

Shared Drive – Secured

Sparrow has an "S" drive for network storage. Access to the "S" drive can be requested by contacting Sparrow's Identity Management department: IdentityManagement@Sparrow.org.

Access for the Director to the Center's Administrative Assistant's H: drive may be processed through Sparrow's Identity Management department by contacting IdentityManagement@Sparrow.org. Remote access must be requested through IT services/Sparrow HelpDesk. 517-364-HELP (x44357) or at HelpDesk_Altiris6.9@Sparrow.org

Data Management

Patient data for CFIR research must be kept for three (3) years, and the CFIR must retain a copy of the data. Ownership of the data resides with the CFIR.

- Patient consents should be kept in a locked location. Locked files are available at the CFIR office.
- Consents must be filed and locked in a separate location from other data.
- Other information, separate from the patient consents, can also be stored in locked files in the CFIR office.
- Hard Copy/Patient Consents

MSU

Research Data: Management, Control, and Access

http://rio.msu.edu/research_data.htm

The University is accountable for the proper maintenance and availability of primary research data created or collected by university personnel. Sponsors of university research, federal and state oversight agencies, or journals and other colleagues in the field may need or be legally entitled to review primary research data well after publication or dissemination of results.

The sponsor's policy for retention and storage of study materials must be followed. This varies by agency and sponsor, such as MDCH or NIH.

Sparrow

Storing information

Information (electronic and printed) can be stored in various ways that require different security measures.

Electronic:

- Store information only on secured network drives/shares and Sparrow Health System authorized server applications where information is backed up and protected with physical and electronic access controls. Backing up data is critical to reduce the risk of data loss in the event of a data corruption. Additional information on Access Control can be found in Policy HP-23: Assignment & Control of Access Privileges, HP-61: Physical Access Controls, HP-62: Remote Access, HP-64: Termination or Modification of Access.
- Do not store Protected Health Information (PHI) or confidential information on workstations, mobile devices or storage devices such as laptops, handheld devices, USB drives or CDs unless necessary. Loss or theft of sensitive devices have legal consequences. If necessary: -Store only the minimal amount of confidential data that is needed on the device or media. -Encrypt and password protect the device or media.
- Do not store PHI or confidential information on non-sparrow authorized websites or third party email services since those are considered to be uncontrolled environments. Secure servers with approval may be used.
- Always keep the media and device in your sight and with you at all times or locked in a secure place when not in use. Do not store devices or media in vehicles or other environments that can maintain extreme temperatures.
- Immediately call the Information Services Helpdesk if your personal or Sparrow-owned device or media is lost or stolen. Additional information on safeguarding PHI can be found in policy HP-56: Safeguarding PHI.

Discarding or "throwing away" information when project time is up

- Send CD's, DVD's, and floppy disks and other media to Information Services Computer Operations department to securely erase and destroy.
- Shred all documents containing sensitive information before throwing away or use the designated shred collection boxes. Additional information on media control can be found in policy HP-57: Media Control.

Budget Management for Funded CFIR Projects

Allowable vs. Non-allowable costs – See agency guides for what is considered an allowable cost. For costs to be allowable they must directly benefit the project(s) being charged and they must be reasonable. In addition, allowable project expense must be needed, received and used within the budget period.

There are no indirect funds awarded.

Indirect funds for grants submitted to NIH/NSF go to departments, colleges and CFIR, and are negotiated at time of submission.

The Center for Innovation and Research will not support:

- ♦ Payment of tuition
- ♦ Publication costs
- ♦ Journal subscriptions or books
- ♦ Travel costs to professional meetings
- ♦ Institutional indirect costs
- ♦ Travel for conference attendance or presentation
- ♦ Preparation of posters
- ♦ Educational Training
- ♦ Patient Care Costs
- ♦ Equipment purchase, except in situations where that will support better patient outcomes and is central to the proposal. Equipment must be justified and directly related to care.
- ♦ Marketing or advertising
- ♦ Training of staff/Educational Training
- ♦ Licenses

See Federal Cost Policy on CGA website:

<https://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQAzADQA> for definition of reasonable and allowability of common items of cost as well as NIH guidelines at

http://grants1.nih.gov/grants/policy/nihgps_2011/index.htm Examples of Items allowed or not allowed on grants:

- ♦ Entertainment costs, i.e., working lunches – not allowed on grant.
- ♦ Local and cell telephone – should not be charged to the grant unless the phone will be used exclusively for the project, i.e., no employee will ever make a personal phone call.
- ♦ Office supplies, i.e., wall clocks, calendars, waste cans, paper punches, staplers that might be used for other purposes – not allowed on grant.
- ♦ Project supplies, i.e., pens, folders, notebooks, used exclusively for the project – allowed on grant.
- ♦ Memberships, Books, and Subscriptions – not allowed on grant.

Contract Staff – Consultants, Vendors and Subcontractors – The University offers three mechanisms for payment of non-campus vendors or staff who work on your project. Vendors and services, such as survey centers and transcription services, must be HIPAA certified. Vendors must be registered with MSU and/or Sparrow.

The budget must be consistent with the role of the team member and not their current salary. Ex: If their role is as an interviewer, payment will be at the interviewer level, not that of a unit manager. Fringe benefits should be figured into the any salary support.

- ♦ Professional Services Contract – To start a Professional Services Contract (PSC) the business or individual providing the service or goods must complete the Michigan State University Professional Services Contract and a W-9 form. These documents are attached to a Purchase Requisition submitted through the MSU EBS system. Purchasing will approve the requisition and will issue a Purchase Order. The amount of the purchase order is encumbered with the P.O. is prepared. Invoices are applied by MSU Accounts Payable to the encumbrance as they are paid.
- ♦ Sole Source Letter – A sole source justification letter will be necessary if the requisition is over \$15,000. The letter can be sent to Purchasing with the order to try to avoid the bidding system; *however it does not guarantee that Purchasing will accept it. They may send the order out for bid despite your sole source letter. It is unlikely that your letter will be accepted if you are purchasing common items which are available from various vendors.* Further details may be found on the MSU Purchasing Department website.
- ♦ Purchase Order – Purchase Orders can also be used without Professional Services Contracts to procure services or materials from businesses. A quote should be attached to a Purchase Requisition submitted through the MSU EBS system. Purchasing will approve the requisition and will issue a Purchase Order. The amount of the purchase order is encumbered when the P.O. is prepared. Invoices are applied by MSU Accounts Payable to the encumbrance as they are paid.

- Sub-contract – Please refer to the CFIR Guidelines for sample documents.
Sub-contracts for Sparrow – A subcontract between MSU and Sparrow becomes necessary when a Sparrow employee’s time/effort on a project will be included within the scope of their work at Sparrow. Payment will not be to Sparrow employees directly. The subcontract will be made with Sparrow Health System.
 - Subcontracts are to contain a Statement of Work (SOW), which includes a description of activities, budget, and timelines relevant to the work that Sparrow employees will be performing.
 - Other subcontracts will be used with other entities.
 - A Business Transaction Review Worksheet (BTRW) should accompany the subcontract when the budget request is above \$3,000.00. It should be filled out and signed by the Sparrow team member’s manager/supervisor.
- Contracts for MSU – A contract between MSU and Sparrow becomes necessary when the PI is from Sparrow, and MSU faculty will be supported.
 - Contracts are to contain a Statement of Work (SOW), which includes a description of activities, budget, and timelines relevant to the work that Sparrow employees will be performing.
 - Other subcontracts will be used with other entities.

Conference Calls/Video Conferencing

MSU

Conference Calls – Contact the IT Services Department for assistance in setting up Conference Calls: (517) 432-6200

- Most conference rooms have phone lines and can accommodate up to six people participating in the meeting by phone. Requests for conference calls (hosted by a telecommunication vendor) must be submitted to the appropriate support staff member in advance of the meeting with documentation of a funding source. If the call is grant-related or CFIR-related, please contact the CFIR administrative assistant for arrangements.
- Polycom – The following document will explain how to power on, place a call and send content with a Polycom: <http://www.hit.msu.edu/techbase.aspx?ID=16214>

Video Conferencing – Contact the IT Services Department for assistance in setting up Video Conferencing: (517) 432-6200

- Adobe Connect – This following site provides Adobe Connect Pro login access, as well as information, training, and support for Adobe Connect Pro and Adobe Presenter. Both Connect Pro and Presenter are centrally supported by Michigan State University: <https://connect.msu.edu/docs/>
- Skype - Videoconferencing is available point-to-point (two users) and audio conferencing is available multi-point (up to 25 users). A desktop client application is available for download.
- GoToMeeting – A video conferencing tool that allows participants to view presentations simultaneously between sites.
- Google Chat /Talk– Gmail offers integrated text, voice, and video chat, as well as free phone services. All chats are SSL encrypted, making them secure for advising, supervision, and other forms of sensitive communication.

Sparrow

Polycoms are handled by Sparrow Telecom Department and can be signed out from the Library on 3rd floor in the SPB or call Telecom Dept. at 364-2040 (x42040).

Video conferencing options, such as Skype or Cisco Jabber, can be arranged through the Sparrow IT department.

Conflict of Interest

MSU

<https://coi.msu.edu/>

Faculty Handbook

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/facultyCOI.htm>

As a modern research-intensive land-grant university, Michigan State University is committed to maintaining the trust of the general public which supports it and which it serves. For the University to do so, its faculty must pursue their research, teaching, outreach, and service responsibilities with integrity and proper professional judgment in a manner consistent with the highest standards of their respective disciplines and in the best interests of the University. A faculty member’s reputation for integrity and for exercising proper professional judgment can be seriously compromised, however, if the

faculty member fails to disclose a significant financial interest that is related to his/her institutional responsibilities. Moreover, an individual faculty member's unmanaged and unresolved conflict of interest can undermine confidence in the University and, thus, harm its standing and that of its entire faculty.

This Policy addresses the disclosure, review, management, and resolution of conflicts of interest relating to the performance by faculty of their research, teaching, outreach, and service responsibilities at the University. For purposes of this Policy, a "conflict of interest" exists when a faculty member's financial interests or other opportunities for tangible personal benefit may compromise, or reasonably appear to compromise, the independence of judgment with which the faculty member performs his/her responsibilities at the University.

Sparrow

<https://ppm.sparrow.org/docview/?docid=12062>

A *Conflict of Interest* occurs when an *Individual* has *Direct or Indirect Financial Interests* or other personal interests that compete with the interests of SHS or its Affiliates. A *Conflict of Interest* can create an appearance of impropriety that can undermine confidence in the ability of that Individual to act properly in his/her position. No matter how insignificant the *Conflict* may be, it must be acknowledged as a *Conflict*. *Conflicts* may occur, so long as disclosure and review processes are followed.

Copyright for CFIR Materials

Materials developed by CFIR projects are owned by the MSU/Sparrow CFIR unless disclaimed ownership (see University policy) by the CFIR:

Copyright Permissions Center: <http://copyright.lib.msu.edu/#>

Patents and Copyright Policies: <http://www.technologies.msu.edu/inventors/intellectual-property>

Intellectual Property

The documents can be found under the "Resources" tab of the Center's website at:

<http://sparrowmsuinnovations.msu.edu/>

- a. Interinstitutional Agreement
An agreement has been established between Michigan State University and Sparrow Hospital System, and possible third parties, regarding collaborative projects. Please refer to the full document at:
<http://sparrowmsuinnovations.msu.edu/>
- b. Shared Principles Agreement
Sparrow and MSU share the principles and goals with respect to research, innovation, and inter-institutional collaboration. Please refer to the full document at: <http://sparrowmsuinnovations.msu.edu/>

Dissemination of Materials from projects supported by the Center for Innovation and Research:

- **Logos vs. Visual Identity** – The MSU/Sparrow logo lockup must be included on materials distributed for your project. Individual project logos are not allowed, however, artwork may be allowed on printed materials along with the MSU/Sparrow logo lockup.
- **Posters and presentations** – The Center for Innovation and Research has developed templates which should be used for all posters and /or presentations. A template can be found on the Center's website under the Resources tab:
<http://sparrowmsuinnovations.msu.edu/>
 - Poster printing may be obtained:
 - MSU – through the College of Engineering (DECS), or from off-campus vendors, such as Kinkos, for a fee. See the Research Secretary for more information on the DECS service.
 - MSU – fabric posters may be obtained through the Biochemistry Department. Contact: Kaillathe (Pappan) Padmanabhan, PhD at padmanab@msu.edu.
 - Sparrow – submit a work order to the Sparrow Marketing department.
 - Funding of these services should be paid on the grant.

- **Publications** – Publications should follow the Center’s Guidelines. Each faculty member is responsible for providing the Administrative Assistant for the Center with a copy of their publications. External and Internal reports will be prepared using the information on file with the Center.
- **Funding agency acknowledgement** – all materials, publications, and presentations should provide an acknowledgement of funding support and a disclaimer such as “This project described was supported by the Center for Innovation and Research. The content is solely the responsibility of the authors and does not necessarily represent the official views of the Center for Innovation and Research, Sparrow Health System or Michigan State University. “

Guidelines on Authorship

<http://vprgs.msu.edu/michigan-state-university-guidelines-authorship>

- It is recommended that Primary Investigators provide a memorandum of understanding. They are encouraged to share their work in the form accepted within their discipline. The intent of this document is to serve as a general guideline for consideration of important issues surrounding authorship as scholars construct a piece of work for public distribution. The Guidelines, which were obtained from the MSU Office of the Vice President for Research and Graduate Studies, are on file at the CFIR office.

HIPAA (Health Insurance Portability and Accountability Act)

HIPAA certification must be obtained from all personnel on a grant and on file at the CFIR office.

Vendors and services, such as survey centers and transcription services, must be HIPAA certified.

MSU

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) has several required components that have been enacted in stages since 1996. The latest provision of HIPAA now implemented by Human Resources Benefits involves ensuring the privacy and security of a person's Protected Health Information (PHI). While Human Resources Benefits has always treated health information with the utmost care, HIPAA requires that we issue notification of MSU's compliance with HIPAA privacy rules.

Health Insurance Portability and Accountability Act of 1996 (HIPAA) information:

<http://www.hr.msu.edu/benefits/hipaa.htm>

Michigan State University has a Human Research Protection Program that addresses researchers who require use and access of health care information, as they will be impacted directly because of HIPAA regulations. Implications for MSU researchers and IRB members can find more information at the following link:

<http://humanresearch.msu.edu/hipaa.html#implications>

Note: Sparrow accepts MSU’s HIPAA training through the Reliance Agreement.

Sparrow

Sparrow Health System is committed to the protection of patient privacy and the confidentiality of patient health information, and to comply with applicable federal and state laws that protect the privacy and security of patient health information. This policy establishes the basic requirements for the use or disclosure of patients’ protected health information, consistent with this commitment. <https://ppm.sparrow.org/docview/?docid=9870>

Notice of Privacy Practices: The Sparrow Health System is committed to the protection of patient privacy and the confidentiality of Protected Health Information. The Sparrow Health System Notice of Privacy Practices is written in conjunction with this policy and the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA Privacy). The Notice of Privacy Practices will be made available to each Health System patient presenting for health care services beginning on April 14, 2003 (the federally mandated HIPAA Privacy implementation date). <http://www.sparrow.org/sparrow-notice-privacy-policies/> or: <https://ppm.sparrow.org/docview/?docid=8105>

Note: If Sparrow personnel complete HIPAA training at Sparrow and send MSU proof (such as a certificate of completion), they will be given credit in MSU's tracking system.

Reliance Agreement

MSU and Sparrow have a Reliance Agreement for the Institutional Review Board. (Please See CFIR website for documents.) The Reliance Agreement is not reciprocal to go from Sparrow to MSU. The agreement only indicates that Sparrow will accept the MSU review. Sparrow personnel have to submit both IRB's, thus it is a potential problem for Sparrow investigators. This is a barrier that is being explored for resolution. (Please see Human Subjects Training/ Institutional Review Board (IRB) section below.)

Human Subjects Training/ Institutional Review Board (IRB)

All project team members have to be certified in Human Subject Training/IRB compliance and a certificate of completion must be on file with the CFIR office prior to any support funding being released.

Training: As recipients of federal research funds, MSU and Sparrow Health Systems are required to comply with various federal regulations governing the use of human subjects and animals, as well as safety standards governing the use of radiation, chemicals, biological samples, hazardous waste, etc. in research studies. Additionally, federal regulations require that research staff receive training in the responsible conduct of research.

All employees and volunteers who work on MSU/Sparrow research studies are required to complete training as specified below. Training requirements will vary based on the duties to be performed by the employee or volunteer. Some training requires periodic renewal. All faculty, staff, and volunteers must maintain compliance with designated University training applicable to their position responsibilities. It is the Principal Investigator's responsibility to assess training requirements and monitor and maintain compliance with training requirements for anyone associated with their research.

All persons are required to document (triennially) the completion of one of the approved Human Subjects Training tutorials (either Sparrow or MSU's CITI Program Modules).

MSU

Activity

Human Subjects Responsible Party
Employee/Volunteer

Initial Training: Complete online MSU IRB training Module

Access the module at <http://www.humanresearch.msu.edu/requiredtraining.html>

- a. Click on the "MSU IRB Tutorial" link.
- b. Click "Continue to Investigator screen".
- c. If you have not registered with the MSU IRB Online System:
 1. Click the "I'm New" link (towards the bottom of the page)
 2. Enter all required information and click "Add Investigator"
 3. Click on the link "online IRB Tutorial" to start the tutorial
- d. If you have already registered with the MSU IRB Online System:
 1. Enter your investigator ID# (i.e., A-PID, Z-PID, Guest ID) and click "Start Search"
 2. Under the "Investigator Training and Contact Information" header, click on "Go to the IRB Tutorial" link
 3. Click "Begin Tutorial" to start the tutorial
- e. Print certification at the end

.Employee/Volunteer

Biannual Renewal: To renew training, individuals are required to complete any six CITI, Course in the Protection of Human Research Subject, online modules.

MSU Training Program

Required for:

Training Frequency

Required By:

Human subject certification	All employees and volunteers	Initial training plus bi-annual renewal	1 week after start date
Health Insurance Portability and Accountability Act certification (HIPAA)	All employees and volunteers who have access to human subjects or their identifiable data or specimens	Initial training	1 week after start date
Bloodborne pathogen training	All employees or volunteers with access to bloodborne	Initial training plus annual renewal	Prior to handling

pathogens.

Sparrow

A comprehensive guide to Research at Sparrow can be found at: <http://www.sparrow.org/?sid=22&id=2194>

IRBnet INSTRUCTIONS:

<http://intranet.shs.org/Intranet/Doc/0/EKRSM5SBK4RBMBSEMF58DC10/IRBnet%20Instructions.pdf>

The Sparrow IRB uses IRBnet as the platform for submitting all research studies. **ALL** materials must be submitted through IRBnet, unless other arrangements have been made with the IRB administrator.

Website: www.irbnet.org

All research proposals that intend to enroll human subjects must meet certain criteria before study-related procedures can be initiated. The following criteria must be met: 1) Risks to subjects are minimized, 2) Risks to subjects are reasonable in relation to anticipated benefits, 3) Selection of subjects is equitable, 4) Informed consent will be sought from each prospective subject, 5) Informed consent will be appropriately documented, 6) Where appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects, 7) Where appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data, 8) Protection of the rights and welfare of vulnerable subjects. The criteria are based on the principles of justice, beneficence and respect for persons (autonomy) as discussed in the Belmont Report and are specified below. In addition, certain other criteria that are unique to Sparrow may apply and must be met as well.

More detailed information of the criteria for IRB Approval can be found here:

<https://ppm.sparrow.org/docview/?docid=11287>

IRB Required Investigator Actions: <https://ppm.sparrow.org/docview/?docid=10420>

Sparrow Modules are accessed through:

MyLearning – Learning Management System (LMS) <https://lsglm.learnsoft.com/lsglm/login/sparrowlogin.aspx>

Training to occur as assigned by Sparrow Learning Management Team.

HIPAA Privacy Training

Compliance Training

Information Security Training

Health and Safety Training

Patient Rights Training

Equipment and Disinfection Competency

Cultural Competency

Human Subject Assurance/Protected Health Information Training:

Link to the **Sparrow** training:

<https://www.citiprogram.org/>

Contact the CFIR office for instructions on creating a new account at the CTSI website.

Sparrow has implemented use of the Collaborative Institutional Training Initiative (CITI) Program for Human Subjects Training. Human Subjects Training is required for all research investigators, research nurses, and research staff prior to the Sparrow Institutional Research Review Committee (IRRC) reviewing a human subject research project.

As of January 2013, all research investigators and staff will be required to complete the CITI program for new Human Subjects Training or renewal of Human Subjects Training. Human Subjects Training will be honored for three years after completion. At that time, a renewal training program in the CITI program will need to be completed. The IRRC will honor the previous NIH Human Subjects Training until the two year expiration of the training and will then require the renewal to be completed through the CITI Program. Sparrow IRRC will still accept Human Subjects Training that is completed through Michigan State University for researchers and staff who work with both institutions.

Protecting Sparrow's Protected Health (PHI) and Business Information (training module):

<http://intranet.shs.org/Intranet/Doc/0/DE4852QHJQH47ELBOR9BMKH62F/privacy-issecuritypresentation.pdf>

Incentives for Subjects

MSU

University policy requires the College maintain a list of all subjects receiving an incentive payment along with verification of receipt such as participant's signature or delivery confirmation. Lists will be retained for the remainder of the current year plus an additional 6 years. The following incentive options are available:

- a. Cash – Cash payments are discouraged. For security reasons, University policy states "Petty case funds must be kept within the department." which makes cash disbursements difficult to administer. If you opt to use cash incentives, you as the Principal Investigator will be liable to the University for any theft occurring among staff with access to the cash. Cash may be requested by completing a Cash Advance Form (CAF) located at <https://ctrl.msu.edu/combp/mbp61EBS.aspx> and the "Submit an Internal Billing" e-doc in EBSP. You will need to go to the MSU Cashier's office to receive the cash.
- b. University Checks – A University Check can be requested. Subjects first need to be set up as a vendor in the MSU EBS system.
- c. Gift Cards – Most VISA cards charge an upfront fee to purchase the card and many cards charge a service fee after a certain number of months reducing the card. All gift cards and cash should be stored at the Center's office located at Sparrow Hospital, 3 South until they can be distributed.

Per University policy, a list of subjects who receive \$150 or more (with S.S. #) should be submitted to the Grant Administrator each January. Upon completion of your project, a list of subjects receiving incentives should be submitted to the Grant Administrator for retention per IRS requirements. **Social Security numbers should be provided for any subjects who received \$150 or more during the year.**

Sparrow

Incentives are only covered through studies willing to pay for them, according to the policy of the funding agency. (CFIR funding will follow MSU incentive guidelines)

Letters of Support

Permission must be obtained for MSU and Sparrow employees who will be team members on grants. Letters of support are required from chairs and supervisors.

Mandatory Letters of Support:

*Include letters of support from key administrators, and consultants, as necessary.

- Partners from MSU and Sparrow need to have a specific and active role and not just be a consultant or receive an honorarium. They need to be an integral, active, and on-going team member.
- Consultants can be included; they just do not count as the desired partnership.
- Letters of support should document access to performance sites and research participants, institutional resources committed to the project, and matching funds, if any.
- Any consultants should describe their role and involvement with the research project.
- Salary Support or in-kind Personnel [If requesting salary support for the PI or Co-PI, submit a letter from the individual's immediate supervisor] require documentation that gives assurance that released time will be provided from existing job responsibilities.
- The period of release time must be specified. The percentage of release time must reflect and discuss the percentage of salary support requested in the budget and/or in-kind personnel contributions.
- Provide a letter from chair or supervisor that shows effort will be supported.
- If there is going to be a change in the kind of personnel used in a department (a new type of personnel), a letter of support from the Department Manager must be supplied.

Library

MSU

*Items on open shelves are available for anyone to use in the library. However, to check out material (or use material on reserve, in the Digital and Multimedia Center or behind a service desk), an MSU ID or a library card and picture ID must be presented. Material may not be taken from the library without being checked out.

Borrowers are responsible for knowing the date material is due and returning (or renewing) it promptly.

*MSU IDs (available for students, faculty and staff at the MSU ID Office, 170 International Center, just left of the Food Court) are issued with a library barcode. When a registered MSU student or a current MSU faculty/staff member with an MSU ID card activates his/her MSU net ID, the barcode number is entered automatically into library records.

If a borrower's library card or MSU ID lacks a picture, another photo ID is required to check out material.

*Electronic Journals may be searched through E-Resources: <http://er.lib.msu.edu/>

Sparrow

*The Sparrow Health Sciences Library may be utilized by all Sparrow Caregivers, Affiliates and the general public by going to the Library located on the first floor of the Professional Building.

*Journal articles/Book request inquiries can also be done in person or by email to: Medical.Library@Sparrow.org or by filling out the form via the Sparrow Intranet: http://www.sparrow.org/formdesigner/default.aspx?form_id=16&sid=1

*Literature search requests can be done in person, by email to: Medical.Library@Sparrow.org or by filling out the form via the Sparrow Intranet: http://www.sparrow.org/formdesigner/default.aspx?form_id=9&sid=1

*Searches can also be done through the online catalog at:

<http://207.67.203.78/S90004Staff/OPAC/index.asp>

MSU Office of Sponsored Programs (OSP) & Contract and Grant Administration (CGA)

<https://www.cga.msu.edu/Default.aspx>

Pre-award Information: <https://www.cga.msu.edu/PL/Portal/OSP.aspx>

Post-award Information: <https://www.cga.msu.edu/PL/Portal/CGA.aspx>

Forms: <https://www.cga.msu.edu/PL/Portal/Forms.aspx>

If an investigator from MSU is a team member on a proposal chosen to submit for full application to the CFIR, the OSP should be notified by the investigator's department.

Upon the completion of the Center's grant proposal award process, the CGA office must be notified of the status of grants with MSU faculty members, whether accepted or denied.

Transmittal – MSU & Sparrow

MSU

The eTransmittal process should be used when MSU faculty are an active part of a proposal team.

The eTransmittal process will be initiated through the College of Communication Arts & Sciences, who provides support to the CFIR grant process, if the PI's department has not already begun the process.

An eTransmittal is an internal MSU Office of Sponsored Programs electronic routing form that includes proposal documents. The form collects basic identification information, academic and F&A credit, project type and budget information, compliance questions and certifications, and electronic signatures. Completion of this document (that includes MSU personnel) is required for all proposal submissions.

NOTE: A CFIR account number is not necessary in order to submit a transmittal to MSU.

Sparrow

No transmittal is required for Sparrow Primary Investigators.

News and Website

- The MSU Media Communications Procedures are on file at the CFIR office.
- The Sparrow Marketing Department should be contacted for inquiries regarding their public relations and communication policies.

Press Releases:

The CFIR Media Communications Procedure document is available in the office for detailed information.

Prior to release, edits and approval of Press Releases must first go through:

- 1) Director of the Center for Innovation and Research
- 2) Chair of the Governing Board of the Center for Innovation and Research
- 3) MSU marketing/Public Relations/College or Unit being covered
- 4) Sparrow Marketing/Public Relations

Website:

- 1) The website will be maintained by the Center's Administrative Assistant with guidance from the Director.
- 2) Coordination and approvals from MSU and Sparrow Marketing representatives are required when necessary.
- 3) The Administrative Assistant is to have training in the Cascade Content Management System for website publishing.
- 4) For technical issues, MSU IT should be able to support minor needs.
- 5) If needs are beyond MSU IT department, Function Digital may be hired on a per request/project basis:
<http://www.functiondigital.com/>
- 6) Areas addressed on the CFIR website include: Newsroom, Leadership, Announcements, About, Projects, Partners, Funding, Resources, and Contact Us.

Ordering Supplies for Funded Projects

Once an account has been established:

- If the PI is an MSU faculty member, supplies for grants may be ordered either through the PI's department or the CFIR office. Basic supplies should be ordered through Michigan State University's EBS system when possible. Enterprise Business System (EBS) <http://ebs.msu.edu/finance/index.htm>
- If the PI is a Sparrow faculty member, supplies for grants must be ordered through the CFIR office. The CFIR Administrative Assistant will order all supplies through MSU's EBS system. Principal investigators will also need to contact the Administrative Assistant of the CFIR for assistance in ordering supplies such as Parking Permits.

Parking/Permits

MSU

- Faculty/Staff Permits can be ordered at: <https://permits.police.msu.edu>
- Visitor Parking –
 - >Visitor permits are available for 2 hours, 4 hours, or 24 hours. Cost is \$1.50, \$3.00, and \$6.00 respectively.
 - >To receive permits by mail, email Lupe Dominguez at dominguezg@police.msu.edu. Your email must include: type, how many, department name, account number, mailing address and PI Name (to approval charge in EBS).
 - >To pick permits up in person, see a cashier in the DPS office. Questions can be directed to Lupe at 2-1604.
 - >Additionally, two-hour, four-hour and 24-hour visitor permits are also available at the Visitor Center, at the Parking Office, or at the 24-hour Police Service Desk for a nominal fee and restrictions apply as printed on the permit. Visitor permits allow you to park in employee spaces only excluding meters, lease spaces, service vehicle spaces, and University vehicle spaces.
 - >Visitor Pay Lots - Short-term parking is available in visitor lots located throughout campus. Some visitor lots are token lots; a token is required to exit the lot. Be sure to obtain a token from the department you are visiting when using a token lot. When parking in a pay lot, note the restrictions posted at the lot entrance. When exiting the lot, a booth attendant will accept cash payment for the time parked.
 - In addition, other Lots are designated as Pay by Plate Parking, where you will pay at a kiosk located near the parking areas.

Sparrow

Sparrow Caregivers, Executives, Physicians, Students and Volunteers will be required to obtain a parking permit. (Can be obtained at same time as ID badge.) <https://ppm.sparrow.org/docview/?docid=8416>

- Sparrow parking regulations include, but are not limited to, the following:
 - >All Associate owned or operated vehicles parked on Sparrow property must be registered at the Security Office;
 - >All Associate vehicles must bear Sparrow issued identification which is not obscured, altered, or mutilated;
 - >Parking is allowed in assigned areas only;
 - >Sparrow parking passes, used in some parking lots, must not be obscured, altered, or mutilated;
 - >For Sparrow Staff Parking Sticker/Permission: Go to Sparrow Intranet → Forms – Security → Sparrow Security Department Intranet Resources → Parking → Parking Registration Form. Take form to Sparrow Security located on the first floor of the main hospital building.

Sparrow Main and Sparrow Professional Building parking ramps accept payment via cash, credit, and debit cards.

Some departments or professional offices may also provide a validated parking ticket.

- First two hours in the parking ramp are **free**
- After two hours, \$1 every 30 minutes, \$10 max per day
- \$10 charge for lost tickets
- Designated Emergency Department parking with no charge for Patients. You will receive a validated ticket from the Emergency Department at the end of your visit to use when you exit the ramp. ED Visitors should park in the West Ramp and normal rates apply.
- Discounts are available for Visitors of long-term Patients. Please contact the Patient Experience Department for more information.
- **Sparrow Valet** accepts cash, credit, and debit cards.
Valet parking available for \$8 during the following hours:
- **Sparrow Main Hospital Sparrow Professional Building** Weekdays, 5 a.m. to 9 p.m. Weekdays, 8 a.m. to 6 p.m. Weekends, 8 a.m. to 5 p.m.
Sparrow Valets will help Patients and Visitors out of their car and assist with wheelchairs and other equipment, even if you then choose to self-park.

Postage expense/Mailing information

MSU

Mail can be sent via the U.S. postal service or via an express mail provider.

- Stamps should be purchased through MSU Stores (EBS system).
- USPS – For standard USPS mail, you can complete a University green mail request form. Attach the form to your mail and place it in the outgoing mail bin in the College workroom. Your account will be charged.
- UPS – For UPS shipments, you can use the Complete View Shipping module to prepare shipments, print shipping labels and track shipments.
- Federal Express – For Federal Express shipments, you can use the FedEx Ship Manager module to print FedEx shipping labels and track shipments as soon as they are picked up by FedEx.

Sparrow

- Arrangements for purchasing stamps/mailings should be done through the CFIR Administrative Assistant.

Postings for Jobs

Permission must be obtained for MSU and Sparrow employees who will be team members on grants. Letters of support are required from chairs and supervisors.

Discussions need to be held with the Director regarding the following concerns: 1) MSU faculty and the academic vs. calendar year, and 2) Sparrow subcontracts that need to be worked out with the Sparrow Administration.

MSU

Human Resources at MSU: <http://www.hr.msu.edu/index.asp>

Career Network: <http://careernetwork.msu.edu/information-for-employers/postingajob/posting-on-campus-positions>

New Staff Information: (ID cards, parking, NetIds): <http://www.hr.msu.edu/toolkits/employmentInfo.htm>

Sparrow

Talent Acquisition/Position requisition to be posted in the HealthCare Source Position Manager:

<https://www.healthcaresource.com/sparrow/hm/index.cfm?fuseaction=login.main&cHiringMgrEmail=baers&err=1>

- The Requisition is created in Hiring Manager and sent for approval by the Director, and then Vice President.
- Once the Requisition is approved through the VP level, it is added to the Position Review list.

Further detail to be found at: Talent Acquisition: New Hiring Technologies and Processes link:

[http://intranet.shs.org/Intranet/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[E729E4202B3EB345B298582E26C50416\]\]](http://intranet.shs.org/Intranet/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[E729E4202B3EB345B298582E26C50416]])

Reimbursement

Sparrow employees and MSU employees who are on the projects need to be paid through the University (CFIR) and not through outside work-for-pay or through a separate company.

Requesting Space

Space is available at the CFIR office for investigators and their teams to use while conducting research projects. Locked cabinets are available for storage of sensitive materials. Contact the CFIR Administrative Assistant with inquiries.

MSU

All faculty, academic and non-academic staff, and graduate assistants should be assigned suitable office space to carry out their responsibilities. The department of the PI will need to secure space for project. Suitability may be defined in a variety of ways. For example, suitable space may be located in or adjacent to a laboratory; in or adjacent to a clinic or other clinical facility; in or adjacent to a studio or other space designated for creative endeavors; on or off campus; or otherwise situated at the discretion of the dean or dean's designee. At the discretion of the dean, this could include shared office space. Based on past practice and because they do not have full-time duties, all graduate assistants will share office space.

Please refer to the MSU space policy:

Office of Planning and Budgets: <http://opb.msu.edu/facilities/index.asp>

- Space Assignment Policy: http://opb.msu.edu/msuinfo/pdf/space_assignment_policy_october_2007.pdf

Sparrow

Fill out Project Estimate Request form, located via the Sparrow Intranet, and send to the Facilities Development per instructions on the request form. They will respond within 7 days either with an estimate or will request a meeting to discuss needs and to develop a path forward. The next step would be to ask director or manager to take the preliminary estimate to department executive for approval to move the project forward into programming/design/bidding and construction.

Requirements for Partnerships on Funded Projects – Personnel

- Partners from MSU and Sparrow need to have a specific and active role and not just be a consultant or receive an honorarium. They need to be an integral, active, and on-going team member.
- Consultants can be included; they just do not count as the desired partnership.

Storage of Data

CFIR funded grant results and all original paperwork have to be kept for 3 years. Following that time period, original data and documents are discarded based on relevant MSU and Sparrow policies.

- Original data and information that is collected as part of any funded project for the MSU/Sparrow Center for Innovation and Research (CFIR) remains the property of the CFIR and not the individual.
 - The CFIR must have copies of all documentation/data.
 - Investigators will have access to all components.

MSU

For longer term needs, e.g., more than 3 months, you may need to consider off-site storage at MSU Stores, Surplus rents 4'X4'X4' bins for a monthly fee of approximately \$16. Fees are billed to an MSU account number monthly. To arrange for storage, contact Nathan Maher, Sores Receiving, Angell Building, 166 Service Road, (517) 355-100 or mahern@msu.edu.

Sparrow

Items that cannot be stored in-office may need to be considered for off-site storage, such as Safe Records/Iron Mountain.

Supply Purchases

MSU

- 1) Book Purchases – Book Purchases will not be supported.
- 2) Supplies – Faculty are responsible for purchasing project supplies on their project account. Supplies should be purchased through MSU Purchasing or by the CFIR Administrative Assistant.
- 3) Other Items not available through HIT, the computer store, an MSU Bookstore or MSU Stores, may be purchased via:
 - a. MSU Purchase Requisition – These must be processed through EBSP by your Project Manager. If you do not have a project manager, please see the CFIR Administrative Assistant.
 - b. Reimbursement – You can purchase the item and submit for reimbursement through the EBSP system via the CFIR Administrative Assistant.

Sparrow

All purchases need to be made through the CFIR Administrative Assistant

To register for Supply purchases such as office supplies, coffee & break room supplies, business cards, Sparrow stationary, envelopes, etc. (Must have prior approval from Manager [or Sandy Denison in Administration]). Coordination should be done *through the CFIR Administrative Assistant*. <http://www.sparrow.org/formbuilder/forms.aspx?formid=67820&sid=1>

Purchase Requisition

*Supplies such as office supplies, coffee & break room supplies, submit a purchase requisition to Supply Chain Management via the CFIR Administrative Assistant.

*Business cards, Sparrow stationary, envelopes etc. can be ordered through the Sparrow Business Center at: www.sparrow.org/businesscenter via the CFIR Administrative Assistant.

Marketing Job Order - Sparrow

To request jobs from the Marketing Department such as: Posters, Brochures, etc.

Fill out a Job Request Form and follow directions at the bottom of the page.

OR Go to: Sparrow Intranet → Non-Clinical Departments → Marketing → Job Request Form

To be coordinated through the CFIR Administrative Assistant.

Telephone Information

For grants: Any teleconferencing, calls or grant calls need to be included in the grant budget.

MSU

Coverage of telephone expense is required for funded research. Three options are presented below to cover telephone expenses:

- Long Distance Access Code – If staff will be completing long distance calls from a Bott Building 2nd or 3rd floor conference room, a long distance access code will be required. See the CFIR Administrative Assistant to request an access code. MSU Telecommunications will charge your grant for calls made using your access code on a monthly basis.
- University Calling Cards – If staff will be completing calls on behalf of the project from off-campus, MSU Calling Cards are available through Telecommunications. If using an MSU calling card, calls may be placed using the calling card

and charges will automatically be billed to your grant account. You will be liable if inappropriate calls are placed using this card by staff you have employed.

- Pre-paid Calling Cards – An alternative to University calling cards may be pre-paid phone cards, although staff needs to ensure sufficient minutes remain on the card to complete the call.
- Teleconferencing options – Telephones offer faculty the option to have small conference calls with up to 6 parties (including yourself). If more than 6 parties will be involved, University Telecommunications recommends using the AT&T audio conferencing. You may visit the Telecom site at <http://www.telecom.msu.edu/Msutelecom/index.cfm/services/conferencing> for information on how to enroll in the program and set up an AT&T audio conference.

Sparrow

Telephone Move, Add or Change Form: <http://vma-intrnt-vwb1/sendmail/telephone.htm>

- All major Sparrow buildings and campuses use digital telephone systems to process calls. Most Sparrow telephone numbers begin with “364-“. To reach an extension number from within the Sparrow telephone system, simply dial the 5-digit extension number. To reach an extension that begins with a “4” from outside the Sparrow telephone system, dial “36” and the 5-digit extension number (i.e. 364-2040).
- Extension numbers that begin with any number other than a “4” may not be dialed directly from outside the Sparrow telephone system – you must either call the Sparrow Switchboard at 364-1000 and ask to be transferred, or call the automated attendant at 364-3700 and follow the prompts.
- Local Calls - To dial a local number, dial a “9” then the 7-digit telephone number. Not all phones have local calling capabilities.
- Long Distance Calls - To place a long-distance call from Sparrow main hospital or Sparrow Professional Building, dial a “9”, “1” then the 10-digit telephone number. Not all phones have long distance calling capabilities. If you need to place a long distance call and are not able to from your Sparrow phone, dial “0” to reach the Operator. The Operator will need your name in order to process the call. Operators will only assist in placing business-related calls.

Travel Guidelines

- ♦ Only travel for data collection and study costs will be considered. Specify the purpose, personnel involved, distance, number of trips, mode of travel, and cost of travel.
- ♦ *Conference travel and expenses will not be supported since this is only a one-year project and findings before the end of the project are unlikely.*

MSU Faculty/Staff

Travel Office: <http://www.ctrl.msu.edu/COTravel/>

Travel Regulations: <http://www.ctrl.msu.edu/combp/mbp70EBS.aspx>

Travel Reimbursement .pdf: http://www.ctrl.msu.edu/download/accounting/FinancialSys/TravelReimbursements_EBS.pdf

Accounting/Voucher Processing/EBS: <http://www.ctrl.msu.edu/COAccounting/FinancialSystemTrans.aspx>

To Professional Meetings:

A. Funding requests, depending on the unit policy of the PI, will be considered for presentations at professional meetings occurring at regional, national, educational or practice conferences that support Center for Innovation and Research strategic priorities. Because travel funds are limited, requests will be prioritized according to the type of faculty presentation with highest priority given to paper presentations followed by poster presentations. Travel reimbursement will be limited to the lowest cost carrier and lodging for the approved itinerary. **Faculty will be personally responsible for the payment of registration fees, meals and other travel costs such as tips and baggage fees.**

- Faculty are expected to request funds at the time materials (such as an abstract or other supporting material) are submitted for conference participation.**
- MSU Travel Authorization - All persons traveling on MSU business must complete a University Travel Authorization prior to travel. The MSU Controller website has helpful information concerning University Travel and Reimbursement, available at <http://www.ctrl.msu.edu/COTravel/> . Travel Authorization is not required for non-MSU business travel,

e.g., outside work for pay, personal travel. Completion of travel forms is the responsibility of the faculty member or their designee for themselves as well as their research staff.

- iii. All faculty applying for Center for Innovation and Research funds for professional travel should include a brief statement that explains how the faculty member's research, teaching or practice will be enhanced, how the travel supports the Center's strategic priorities, and how information gleaned will be shared with the Center's community.

Local Travel:

For purposes of travel reimbursement, MSU business travel begins and ends at business travelers' main place of business. A **main place of business** is defined by the United States Internal Revenue Service as the location where the majority of work takes place or business is conducted. In most cases, this will be an office owned and operated by Michigan State University.

- 1) Local Travel is defined as travel within the home community of the traveler's main place of work or business, exclusive of on-campus travel.
- 2) When University business requires an employee or University representative to travel extensively in the local area and a University vehicle is unavailable for such travel, reimbursement for expenses related to local travel may be authorized.
- 3) On-campus travel is not reimbursable

Sparrow Staff Travel

Preferred travel agency: Passageways Travel at 1.800.748.0406 or <http://www.pways.com/>

Policy: This policy outlines criteria for reimbursement of job, travel and/or business related expenses personally incurred by a Caregiver. This policy applies to: Caregivers, Board members, Volunteers, Physicians and Residents doing business on behalf of Sparrow Health System and its majority-owned affiliates. Authorization for expenses outside the guidance of this policy should be specifically approved by an Executive Caregiver before the expenses are incurred. Goods and services should be purchased through the Purchasing Department and are not a part of travel/business expense reimbursement process, with only rare exceptions.

Actions

General Guidelines – Reimbursable Expenses

Travel/Business Expense Reimbursement Policy: <https://ppm.sparrow.org/docview/?docid=10982>

Corresponding Form: <https://ppm.sparrow.org/docview/?docid=12317>

Conferences, Seminars and Related Travel

Individuals may participate in conferences and continuing education seminars within the 48 contiguous United States or Canada. Any travel requested beyond the 48 contiguous states or Canada requires pre-approval by the CEO or EVP/COO.

1. Pre-Approval is required for all conferences and travel. For exceptions see I.F.
2. Complete the "FINANCE - Conference Travel Request PR-112" and obtain appropriate approvals as per Section III. G. - Authorizations.
3. Failure to obtain pre-approval may result in the traveler being liable for travel costs.

Vendor-paid conferences, where the benefit received exceeds one hundred dollars (\$100), require completion of the "FINANCE - Conference Travel Request PR-112" with appropriate approvals.

Mileage

Personal use of a vehicle for business related travel will be reimbursed at the IRS published statutory rate. Actual miles driven in a business related capacity beyond the normal daily commute between their residence and their primary business location will be reimbursed. Primary business location is defined as the location at which the Caregiver performs services regularly or on a long-term basis.

Local travel between two or more sites on a daily basis required as part of a Caregiver’s job description will be reimbursed. Incidental or infrequent travel between Sparrow owned sites of 5 miles or less will not be reimbursed. Local travel miles and purpose should be approved and submitted to Accounts Payable on the “[FINANCE - Local Travel Miles-Expenses A-113](#)”.

Travel

Conference Travel Request Form and Guidelines: <https://ppm.sparrow.org/docview/?docid=10979>

Travel/Business Expense Reimbursement: <https://ppm.sparrow.org/docview/?docid=10982>

1. Air Travel
 - a. Coach Class fares will be reimbursed. The most cost effective fares should be obtained. Documentation of a search for the lowest cost airfare may be required to substantiate the reimbursement.
 - b. Business Class or First Class travel is not reimbursable.
 - c. Airline ticket receipts must be submitted for reimbursement.
2. Lodging
 - a. Reservations for overnight accommodations should be made directly by the traveler.
 - b. Reservations should be held by your personal credit card or other payment method. Cost of overnight accommodations should not exceed reasonable and customary charges for the geographic area.
 - c. Parking and in-room meal service within the daily meal limits is reimbursable.
 - d. Detailed lodging receipts must be submitted for reimbursement.

Expense Reimbursement

- A. Forms and Process –
 - 1) FINANCE - Conference Travel Request PR-112. All conference related travel requires pre-approval. Submit prior to your travel and attach a copy to the Expense Report when requesting reimbursement. <https://ppm.sparrow.org/docview/?docid=10979>
 - 2) FINANCE - Expense Report A-112 <https://ppm.sparrow.org/docview/?docid=12320>
 - 3) FINANCE - Local Travel Miles-Expenses A-113 <https://ppm.sparrow.org/docview/?docid=12317>
- B. Payment Methods - Air travel, car rentals, lodging, meals and miscellaneous expenses are to be paid by personal payment method and submitted for reimbursement.
- E. Original Receipts - Original receipts are required for all expenses of twenty-five dollars (\$25) or more. For expenditures less than twenty-five dollars (\$25), the following must be provided in lieu of a receipt for each expenditure:
 - 1) Amount of expense
 - 2) Date of expense
 - 3) Location expense was incurred
 - 4) Description of expense and business purpose
(If entertaining guests, see General Guidelines Section D, “Business Entertainment” for substantiation requirements.)

Please refer to the CFIR Funding Support Guidelines for further information on Letters of Intent and Proposal guidelines.