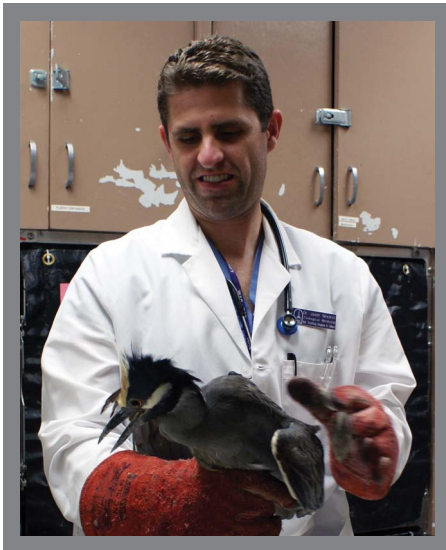




LSU
Office of
**Research &
Economic Development**



**Handbook for the
Conduct of Research and
Sponsored Program Activity
at
Louisiana State University**

**LOVE PURPLE
LIVE GOLD**

LSU Research: The Constant Pursuit of Discovery

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Introduction to Research and Sponsored Program Activity at Louisiana State University

Louisiana State University is classified by the Carnegie Foundation for the Advancement of Teaching as a Doctoral/Research University – Extensive. This is the highest research classification a research university can have in the United States, and the research endeavor at LSU is defined as part of the core mission of Flagship 2020, the LSU strategic plan. For fiscal year, 2011-2012, total sponsored project activity at LSU was \$143,800.00, of which a major component was research. Succinctly, research is central to what we do here at LSU.

The Office of Research & Economic Development (ORED) is the primary unit responsible for facilitating and providing oversight of the campus-wide research enterprise. Within this office, the Vice President is the executive administrator whose general responsibility it is to put mechanisms in place that stimulate research activity and to assure that the appropriate checks are in place allowing researchers to remain compliant with applicable laws and regulations governing the conduct of research.

PS-50: Responsibilities and Concerns of University Personnel, defines the responsibilities of the Vice President as follows:

The Vice President for Research and Graduate Studies is the chief research officer of the university, responsible for the administration, service, and promotion of research and graduate studies and for technology transfer and economic development activities. Specific duties include:

- a. Serve as budgetary and administrative head of the Office of Research and Graduate Studies.
- b. Establish and administer internal and external councils to assure the effective operation of research and graduate studies.
- c. Establish appropriate administrative policies and effective procedures pertaining to the conduct of sponsored research and graduate studies at the University.
- d. Encourage and assist the development of research proposals and the acquisition of research grants.
- e. Interact with federal and state agencies, industry, foundations and private contacts to support funding opportunities for the faculty.
- f. Monitor federal and state regulations to ensure University compliance and provide oversight of federal and state sponsored projects.
- g. Execute personnel actions and/or make recommendations as delegated concerning employees assigned to the jurisdiction of the Office of Research and Graduate Studies.

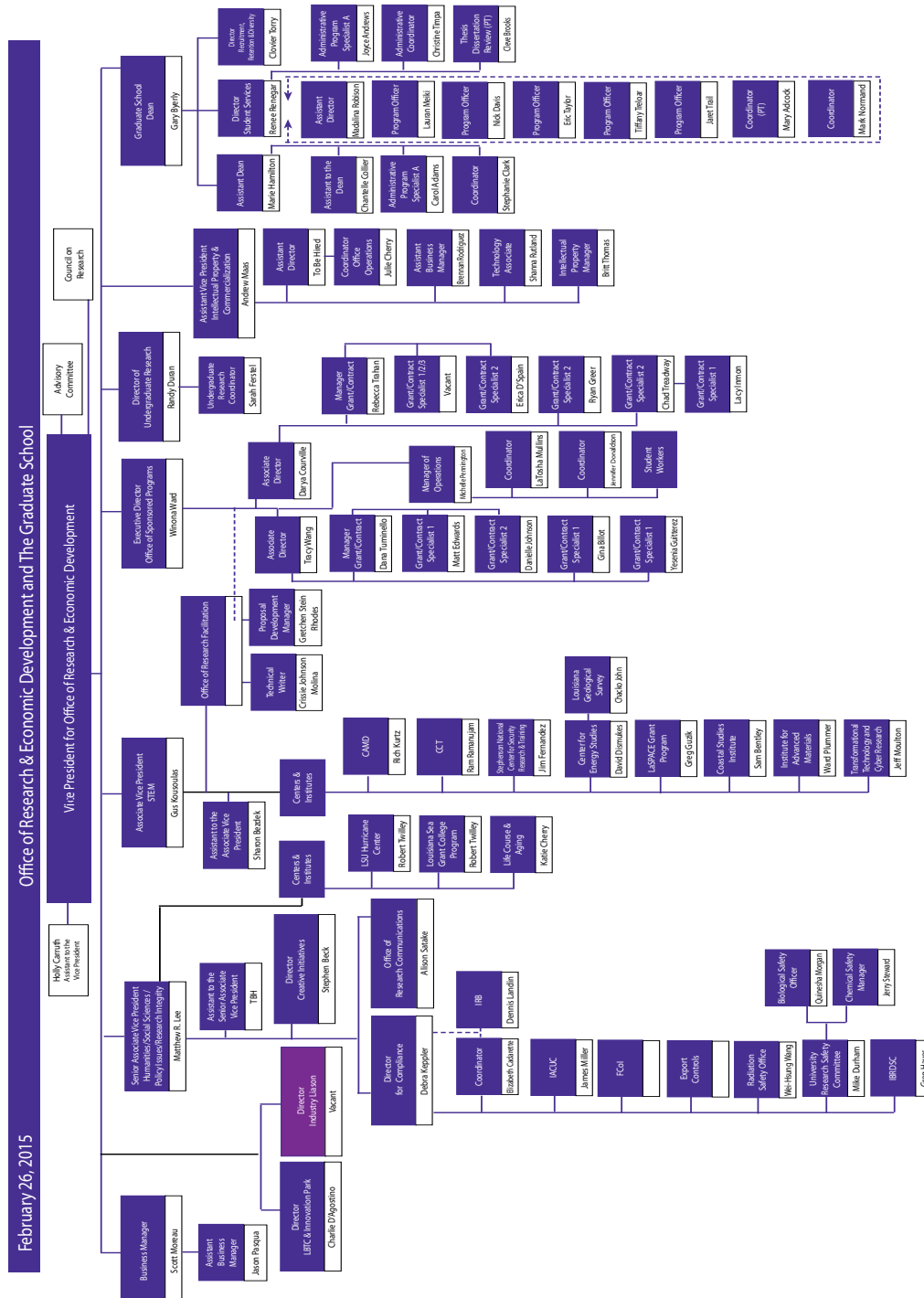
This handbook is provided as one mechanism to facilitate the work of LSU researchers by providing practical insights and explanations for the variety of issues that arise during the inherently complex process of research in the university context. No such manual can anticipate and pre-empt every question that might surface during the conduct of research. This guide instead takes as its starting point many of the major issues elucidated in a report issued in May of 2010 by the Research Related Administrative Procedures Committee (RRAP). This committee was appointed by the Executive Vice President and Provost in 2009 to identify and make recommendations on major obstacles to the conduct of research here at LSU as perceived by faculty, administrators, and research administrative support staff. The overarching goal of that committee was essentially to minimize the perceived obstacles to the conduct of research at LSU. This handbook is one follow-up result of the work of that committee.

This handbook is organized by topic, roughly in order of the various issues researchers can expect to confront as they carry out any particular research project under the auspices of LSU. The topics covered are not exhaustive, but the issues most frequently experienced are covered. Please feel free to forward suggested additions for future renditions of this handbook to research@lsu.edu.

Organization of ORED

The Office of Research & Economic Development has a large number of units reporting directly to the Vice President, most of which are centers and institutes of various types. In addition, other main administrative and support units that report to ORED are the Office of Sponsored Programs, the Office of Intellectual Property, Commercialization, and Development, and the Graduate School. These units and their functions are discussed at more length later in this document.

In addition to these reporting units, ORED also has an advisory body, the Council on Research. The Council is concerned with increasing sponsored program funding, facilitating research and creative efforts and ensuring that LSU's organized research and public service units are models of excellence.



2014 Council on Research Membership

Kalliat T. Valsaraj
Vice President

Mark Benfield
Department of Oceanography & Coastal Sciences

Jeffrey A. Carney
School of Architecture

Jim Chen
Department of Civil & Environmental Engineering

John Ditusa
Department of Physics and Astronomy

Anne Grove
Department of Biological Sciences

Petro Munro Hendry
School of Education

Rudy Hirschheim
Department of Information Systems & Decision Sciences

Mark Jarrell
Department of Physics and Astronomy

Sarah Liggett
Department of English

Mandi Lopez
Department of Veterinary Clinical Sciences

Wen Jin Meng
Department of Mechanical Engineering

Ashok Mishra
Department of Agricultural Economics & Agribusiness

Krishnaswamy Nandakumar
Department of Chemical Engineering

Evelyn Orman
School of Music

Margaret Reams
Department of Environmental Sciences

Matthew R. Lee, Ex-Officio
Senior Associate Vice President

Gus Kousoulas, Ex-Officio
Associate Vice President

Research Compliance

Review Boards

All research at LSU is governed by numerous federal and state regulations. The most commonly confronted issues are those having to do with research on human subjects, the use of animals in research, biological materials such as recombinant DNA, or radioactive materials. The four main units responsible for vetting and approving research projects using human subjects, animal subjects, biological materials or recombinant DNA, or radioactive materials are the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), the Inter-Institutional Biological and Recombinant DNA Safety Committee (IBRDSC), and the Radiation Safety Office. All researchers are responsible, before the onset of their research projects, for assuring that their research protocols are compliant by way of having the appropriate approvals prior to beginning the relevant work. In the case of research using animals, there are 'Just in Time' procedures in place so that researchers do not have to fully complete their IACUC paperwork until they are notified that funding for their proposed work is forthcoming.

Tip: Researchers new to LSU should thoroughly familiarize themselves with the relevant compliance protocols BEFORE beginning their research project.

Responsible Conduct of Research

In addition to being compliant with the research regulations enforced by the various review boards, there are a variety of protocols that generally fall under the rubric of Responsible Conduct of Research that all LSU researchers should familiarize themselves with. Responsible conduct of research encompasses a very wide variety of issues, including responsible data management and sharing, human subject protection, and negotiating authorship on scholarly works. The National Science Foundation and the Public Health Service have required Responsible Conduct of Research training information available, and the Department of Health and Human Services is a good source of information as well. All LSU researchers are encouraged to obtain Responsible Conduct of Research training with Collaborative Institutional Training Institute (CITI) program.

Financial Conflicts of Interest

LSU's Financial Conflicts of Interest in Research (PS-98) governs the disclosure of individual Significant Financial Interests and the management and reporting of an individual Financial Conflict of Interest in research performed at LSU by implementing the federal regulations promulgated by the Public Health Service (PHS) of the US Department of Health and Human Services (DHHS), as well as those adopted by the National Science Foundation (NSF). This Policy promotes objectivity in PHS, NSF and other applicable agencies funded research by establishing standards to identify and address potential, actual, and apparent Financial Conflicts of Interests. Objectivity of researchers is essential in scientific research for the maintenance of public trust, and the health and safety of those relying on the integrity of the research.

Export Control Laws

Compliance with U.S. export control laws is important to the research program at LSU. U.S. export control laws prohibit the unlicensed export of certain commodities or information for reason of national security or protection of trade. The regulations restrict the release of critical technologies, software, equipment, chemical, biological and other materials, and services to foreign nationals and foreign countries. These laws apply to virtually all fields of science and engineering. Deemed exports, i.e. the release of controlled information to foreign nationals, even if located in the U.S. are restricted under these laws and regulations. Export controls laws apply to all activities, not just sponsored research projects. It is the responsibility of all LSU employees to be aware of and comply with U.S. export control laws, as well as any LSU written instructions or procedures contained in LSU's Export Control Compliance Manual available on the LSU Office of Research and Economic Development website.

Conflict of Commitment

Louisiana State University recognizes that certain outside employment activities are of benefit to the University, to the State of Louisiana and to the private sector as well as to individual employees. Although the University recognizes a right of employees to engage in outside employment, it has established policies and procedures requiring that such outside employment be disclosed and submitted for administrative review and approval. These policies and procedures are specified in PM-11 and all LSU employees should be familiar with the compliance requirements specified therein.

Close-out Procedures for Laboratory Operations Using Hazardous Materials

The Office of Environmental Health and Safety has established **CLOSE-OUT PROCEDURES FOR LABORATORY OPERATIONS USING HAZARDOUS MATERIALS** to promote the proper disposal of hazardous materials when a responsible individual leaves Louisiana State University or transfers to a different laboratory. ("Responsible individual" can include, but is not limited to: faculty, staff, post-doctoral, and graduate students.) It is important to plan the disposal of hazardous materials carefully. Hazardous materials such as chemicals, microorganisms, tissues, and radioactive materials can injure faculty, students, staff, contractors and visitors if handled inappropriately.

The primary responsibility for the proper disposal of all hazardous materials used in laboratories lies with the principal investigator or researcher. Ultimate responsibility for hazardous materials management lies with each department. Please refer to the procedures for contact information and instructions.

Sponsored Program Activity

Much, but not all of the research conducted at LSU involves sponsored program activity, which means that the research is financially supported by either internal or external sources. This can include federal or state agencies, private foundations, or industrial sponsors. Sponsored program activity has become an expectation in more disciplines over time, and can be found in virtually every type of research or creative endeavor at LSU. The main portals for initiating sponsored program activities are ORED, its subunit the Office of Sponsored Programs (OSP), and the research support offices found in the various colleges and schools around campus.

Finding Funding

A common problem for scholars new to the process of seeking funding to support their work is the question of 'where to find funding opportunities.' The pool of potential funders and funding opportunities is vast, and the process can at times be overwhelming to the uninitiated. One of the most direct ways to find information on funding opportunities is to register to receive regular e-alerts with LaSmarts. Tied to the LaSmarts profile is access to SPIN, the Sponsored Programs Information Network database, which is a searchable catalogue with thousands of funding opportunities. Researchers can also register for e-alerts with grants.gov.

Tip: Many funding opportunities are now called "Limited Submission Programs". Typically this means that each University can only submit a limited number of proposals. ORED is the coordinating office for all Limited Submission Programs. Researchers who become aware of such an opportunity should contact ORED for more information on the institutional plan to participate.

ORED also maintains extensive links to federal, state, and foundation funding sources. Sorting through funding opportunities can be a time and labor intensive task, but one that typically pays off over the long term for those who are persistent in trying to secure financial support for their work.

In addition to these formalized mechanisms, faculty new to the realm of sponsored program activity should not underestimate the importance and utility of relying on their disciplinary and departmental colleagues for advice and mentorship on funding opportunities. Experienced colleagues will often have a good sense of which agencies, foundations, or industrial sponsors will be a good 'fit' with the research expertise of the interested faculty member. They may also have good relationships with program officers that can be capitalized upon by developing a collaborative relationship with senior colleagues. Indeed, one of the most direct and effective ways to learn grant development skills is to work with colleagues who have demonstrated success in this arena.

Proposal Development

ORED has several mechanisms in place to help with proposal development. Each semester, there are several grant proposal writing workshops. These are geared either toward different levels of expertise (Getting Started with a Funded Research Program; Grant Writing 201), or to specific programs (Writing NSF CAREER Proposals; Writing NIH RO1 and RO3 Proposals). These workshops are typically 1 – 2 hours, and are intended as a mechanism to get interested parties started in their pursuit of extramural funding. Faculty and graduate students should check the ORED webpage early each semester to determine what workshops will be available.

In addition to short workshops, several grant development pamphlets, primers, books and tutorials are available on various LSU websites or on the world wide web. Some of these include the National Institutes of Health Center for Scientific Review, the National Institutes of Health Office of Extramural Research, the National Institutes of Health Institute of Allergies and Infectious Diseases, the Congressional Research Service grant proposal primer, and the Foundation Center's online training initiative.

ORED also has an Office of Research Facilitation which is designed to provide administrative and technical support for the development and submission of major grant proposals seeking funding for research and instruction activities that are in keeping with the goals outlined in the Strategic Plan and the LSU Flagship 2020 Agenda.

Some examples of supported activities are:

- Problem-oriented studies in which an interdisciplinary approach is required to address complex societal problems
- Establishment or renewal of multi-disciplinary and/or multi-institutional research centers of excellence
- Major instrumentation requests for large-scale research facilities
- Creation of interdisciplinary research and training programs for undergraduate and graduate students

With this office, it is our goal to create a supportive environment for emerging multidisciplinary initiatives, facilitate research collaboration with local, national, and international partners, promote research initiatives within the 7 focal areas identified in the Strategic Plan, and enable partnerships with industry, state agencies, and other stakeholders.

Support Resources

ORED maintains a variety of internal support programs to facilitate the scholarly work of LSU faculty. Included here are the Summer Stipend Program for junior faculty, the Faculty Research Grant Program, the Equipment Repair Fund, the Junior Faculty Travel Grant Program, and the Faculty Travel Grant Program. More information on these programs is available on the ORED webpage.

In addition, researchers may find that their proposals or their research programs can benefit substantially by utilizing a variety of existing resources on campus. A large number of research Centers and Institutes have been established at LSU. The main function of these units is to support the research, teaching and public service endeavors of faculty and graduate students. There is tremendous variety in terms of the size, mission, instrumentation and resources these units have at their disposal, much of which is described on their individual web portals.

Many types of funding initiatives require a substantial educational initiative. A second form of support resource available to augment these types of funding opportunities are the variety of educational support and outreach programs available at LSU. Two of the more well established ones are the Cain Center for Scientific, Technological, Engineering and Mathematical Literacy and CCELL, the Center for Community Engagement, Learning and Leadership. Researchers can also contact the Office of Undergraduate Research in ORED or Academic Affairs for additional resources.

Understanding Different Types of Funding

Sponsored program opportunities come in different forms, including grants, contracts, cooperative agreements, fellow-

ships, and others. The Office of Sponsored Programs Guide discusses the differences between most types of financial awards beginning on page 31. Similarly, the Office of Accounting Services Post Award Administration Manual provides a useful list of general terms starting on page 3, and a set of useful guidelines distinguishing Gifts and Sponsored Agreements beginning on page 33. Researchers engaged in any type of sponsored program activity should thoroughly familiarize themselves with the information provided in the OSP Guide and the OAS guide. Answers to many of the most common questions, especially from those new to sponsored program activity, can be found in them.

One unique type of funding mechanism that is most prevalent in the humanities is the Fellowship. Fellowships often have restrictive financial arrangements requiring the researcher to undertake substantial planning before applying for or accepting the award. The RRAP Committee issued the following Statement of Principle Regarding Fellowships:

Statement of Principle Regarding Fellowships

Nationally and internationally competitive fellowships and awards (e.g. Guggenheim, NEH, ACLS) bring recognition and prestige to individual faculty members and to LSU as a whole. For some disciplines (e.g. arts, humanities), these are the primary mechanism for externally funded research and scholarship. Currently, LSU handles these awards variably, often leading to confusion and disadvantage on the part of the individual, the department, the college and the university. In recognition of their importance, LSU should encourage, rather than discourage, these awards. In general:

Applicants should involve the relevant LSU offices as soon as possible to facilitate planning, among other things, the financial impact on the part of the individual and the impact on the instructional resources of the department.

The university should accommodate those individuals who submit their proposals through channels and consult relevant offices early in the process.

The faculty member's salary and benefits should be kept "whole" to the extent possible; recipients should not face a financial penalty for accepting the award.

Most awards are less than the regular academic year salary and often will not pay employee benefits. Accordingly, it is not possible to specify a blanket financial arrangement for salary and benefits that would be applicable in all cases. However, arrangements should include a combination of the award amount, and the department (or equivalent), college, and university funds to meet, but not exceed, the faculty member's normal academic year salary and benefits.

The home academic units (department/program/college) should be able to replace the instructional and other responsibilities of the recipient.

Awards should be funded through LSU, to the extent allowed by the funding agency.

This statement has been slightly modified and, along with a set of advisory guidelines, published on the ORED webpage.

The main component of this procedure that is helpful to researchers is the Fellowship Application Worksheet, also available through the Dean's office of each college. This worksheet should be filled out with the assistance of the appointed Dean's office representative (typically the associate dean for research). Many fellowship applications, like most other funding applications, have to be electronically routed for review by the Office of Sponsored Programs via the Sponsored Programs System accessible through PAWS. This is discussed below.

Office of Sponsored Programs

When proposals are routed, they are sent to the Office of Sponsored Programs for review. OSP grant specialists work closely with faculty researchers to make sure budgets and grant proposals conform to applicable regulations and program guidelines. New researchers are strongly encouraged to visit the OSP webpage and familiarize themselves with this office.

Budgeting

For many scholars new to sponsored program activity, the development of research support budgets is the most vexing task. In very general terms, there are two types of costs found in budgets, those classified as Direct Costs, and those classified as Facilities & Administrative (F&A) costs, formerly referred to as indirect costs. Both the Office of Sponsored Programs guide and the Office of Accounting Services Post Award Administration manual referenced above are excellent resources for getting a handle on the budget development process, including understanding the differences between direct costs and F&A costs.

Electronic Routing and Proposal Submission

All research proposals that request funding and will be awarded to and administered by LSU are REQUIRED to be routed electronically through the Sponsored Programs System (SPS). This electronic routing system can be accessed via researchers' PAWS accounts under the Research Resources tab. All of the information necessary to get started with SPS, including training sessions, can be found on the SPS webpage.

Tip: OSP has a '3 day rule'. This means proposals should be routed for review at least 3 days prior to the application deadline.

It is imperative that all researchers realize that even if a funding agency does not require electronic submission of proposal materials, ALL PROPOSALS THAT WILL BE AWARDED TO THE INSTITUTION MUST BE ELECTRONICALLY ROUTED THROUGH THE SPS SYSTEM TO THE OFFICE OF SPONSORED PROGRAMS AND BE APPROVED BY THIS OFFICE BEFORE SUBMISSION TO THE POTENTIAL SPONSOR. Failure to comply with this rule may result in LSU refusing to accept an award offered by a funding agency.

Award and Post Award Issues

After a grant or other funding instrument has been evaluated by the sponsoring agency, the award and post award phase of grant management comes into play.

Tip: Sometimes researchers want to seek a reduction or waiver of the F&A costs associated with a research proposal. Reductions and waivers in F&A are generally uncommon, and require the approval of the Vice President of ORED. If program guidelines explicitly limit F&A charges, approval from ORED is not required.

The process typically occurs in the following way:

1. The funding agency makes a decision to fund an application and notifies the LSU Office of Sponsored Programs and the PI.
2. The Office of Sponsored Programs will process the award document, and make sure that the PI and the funding agency are in agreement about the award conditions.
3. The Office of Sponsored Programs forwards the award document and the proposal to the Sponsored Program Accounting (SPA) office.
4. When in receipt of this notification, SPA files a Record of Grant Establishment, which provides an account number into which the funds will be transferred. When this occurs, the cognizant business officer in the applicant's home unit – typically either an academic unit or a research center or institute – will be notified and funds will be available for expenditure by the Principal Investigator.
5. There are times when a PI is notified that the funding request will be awarded, but the actual award may not be forthcoming for a period of time. The PI can then work with her/his department or unit head to request a temporary account number so that work on the project may begin. Information on this procedure is detailed in the Post Award Administration Manual from the Office of Accounting Services.
6. Sponsored program agreements have a finite time period associated with them. Typically 30 to 60 days before the end of an agreement, the Office of Accounting Services will issue an Expiration Notification Letter, advising the Principal Investigator that the project is about to come to an end.

The post award process involves multiple financial functions, including personnel matters, purchasing, travel, and so forth. SPA has established a comprehensive handbook detailing much of this information. In addition, SPA has issued two other immensely helpful resources. The first, a quick reference guide, provides very helpful information on the intricacies of managing grants from different federal and state sponsors. The other, primarily for departmental business managers, provides extensive information on Personnel Activity Reports.

Hiring and Human Resources

Many sponsored projects involve hiring personnel, including undergraduate student workers, graduate students, post-doctoral researchers, research faculty, and administrative support personnel. The LSU office of Human Resource Management has extensive resources to assist in this process and to make sure advertising and hiring processes follow appropriate protocols.

Purchasing

Millions of dollars of research expenditures at LSU involve purchasing equipment and supplies. In general, researchers have unit level support staff who should be responsible for purchasing necessary items. There are a variety of rules and procedures governing the purchasing enterprise, and the Purchasing Office maintains a website where most of the relevant information can be found.

Moreover, it is always prudent to provide as much justification and explanation for purchasing transactions as possible. This is especially true for items that, when taken at face value, do not have an obvious connection to the research enterprise. In this case, more information is always better than less information. Purchasing Office contacts can be found on their webpage.

Tip: As a general rule, when any larger or complex purchase is planned, the researcher and the cognizant unit-level administrative support staff should consult with an LSU Purchasing Office Coordinator well ahead of time so that the purchasing process goes smoothly and so that the intended purchase does not initially get disallowed. In general, planning is an important part of the grant expenditure process, and appropriate stewardship of grant monies is always the highest priority.

Travel

Travel is a common feature of the research enterprise. Travel information, forms, and regulations are all handled via the Accounts Payable and Travel Office. A few special issues related to travel include the following:

When a major trip lasting more than 30 days is planned, researchers should contact Accounts Payable and Travel Office staff several months in advance of the trip if possible to establish procedures for supporting researchers while they are in the field, and to determine the exact nature and extent of documentation that is required in order to receive proper reimbursement.

In addition, when undertaking international travel, researchers should always check the US Department of State website for Travel Warnings. Travel Warnings are issued when conditions in a country are such that it is considered dangerous or unstable, or when the State Department staff will be unable to assist American Travelers due to embassy closures or other conditions.

Intellectual Property, Commercialization & Development

The mission of the Office of Intellectual Property, Commercialization & Development is to identify, protect, and commercialize intellectual property developed from University research for the benefit of the inventors, the University, and the public.

Many researchers make inventions or discoveries during the course of their research that may have commercial potential or economic development implications. The Office of Intellectual Property, Commercialization & Development (OIPCD) is the unit responsible for overseeing and facilitating the technology transfer process at LSU, including the evaluation, protection, marketing, and licensing of new inventions and discoveries. All LSU employees are required through their employment contracts to disclose any new discovery or invention resulting from their research to the OIPCD.

Tip: The technology Disclosure evaluation and patent application process can take time. In order to allow OIPCD sufficient time to evaluate the disclosure, make a decision about filing a patent application, and arrange for outside patent counsel without inhibiting publication, researchers are strongly encouraged to submit their Technology Disclosures well in advance of submission of any publication for a potentially patentable technology.

The OIPCD has a Technology Disclosure Form for this purpose. A technology disclosure is a legal document formally providing the University with a description of the invention or creation as well as

details about sponsorship of the research, inventors and possible commercial use. Following submission of a technology disclosure to OIPCD, the innovation will be evaluated for its commercial potential and possibly patented. LSU bears the cost of protecting and commercializing the innovation. If commercialized, 40% of royalties collected from licensing are distributed among the inventors as personal income.

The OIPCD is also responsible for agreements such as Confidentiality/Nondisclosure Agreements and Material Transfer Agreements that facilitate the research at LSU and work to protect rights in new inventions and discoveries.

Confidential/Nondisclosure Agreement

A confidentiality or nondisclosure agreement (CDA/NDA) is a contract that governs the disclosure of proprietary information from one party to another. The agreement defines the terms of the disclosure and obligations of the parties. At LSU, NDAs are used when receiving and providing confidential information. While the agreement is between LSU and the organization, the responsibility of maintaining confidentiality ultimately lies with the researcher. These agreements legally bind the University to specific obligations and must be signed by an authorized LSU official - the Associate Vice President for Intellectual Property, Commercialization & Development.

Material Transfer Agreement

A Material Transfer Agreement (MTA) is a contract that governs the transfer of proprietary material from one entity to another. The agreement defines the terms of the transfer and obligations of the receiving party. At LSU, MTAs are used for incoming and outgoing materials. MTAs may be used to transfer any type of tangible material, including some software. Most frequently, the materials transferred under a MTA are biological materials or chemical compounds. These agreements legally bind the University to specific obligations and must be signed by an authorized LSU official - the Associate Vice President for Intellectual Property, Commercialization & Development.

Patent Protection and Laboratory Records

Keeping accurate lab records for patent purposes is very important. The following record-keeping procedure is highly recommended. First, all information should be recorded in bound notebooks, with each page serially pre-numbered, and signed and dated as it is completed. All entries should be made in ink and all mistakes canceled by drawing a line through the error. No erasures should be made and no pages should be torn. All corrections should be initialed and dated by the inventor. Also, if any blank spaces are left, they are canceled by drawing a diagonal line through the space and initialed and dated by the inventor. Finally, a competent, technically knowledgeable staff member or colleague (who is not a co-inventor) should read each entry, and sign and date each page as witness to the work.

Intellectual property includes patents, copyrights, and trademarks.

Patents

A United States patent is a grant from the Government that gives the owner the right to exclude others from making, using, selling, offering for sale, and importing an invention. US patents are issued by the United States Patent and Trademark Office (USPTO). Other countries have their own patent offices and their patents carry equivalent rights.

In the United States three different types of patents are granted based on the type of invention.

- Utility Patents may be granted for any new and useful process, machine, article of manufacture, or composition of matter, or any new and useful improvement thereof.
- Plant Patents may be granted for any distinct and new variety of plant.
- Design Patents cover new, original, and ornamental designs for an article of manufacture.

Copyrights

Copyright is a form of protection provided to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works including software and other digital media. This protection is available to both published and unpublished works. Copyright protection exists from the time the work is created in a fixed form. Copyright law secures exclusive rights to control who can make copies, or make works derived from the original work. Copyright does not protect ideas, only their expression in fixation. Original work that is written, designed, or performed is automatically protected by copyright; it does not have to be registered with the U.S. Copyright Office, although registration will help to prove infringement in court. The Fair Use provision of copyright law permits usage of short passages from copyrighted works, without the author’s permission if the purpose of your writing is educational, to report news, or to comment on an issue.

Trademarks

Trademarks protect words, colors, sounds, icons, images, phrases, and other identifiable marks that are connected with goods and services offered by an entity. They exist to protect the relationship between a product or service and its owner, and they are used to separate one entity's products/services from its competitors'. Trademarks are identified with the symbol TM or SM.

The Office of Intellectual Property, Commercialization & Development occasionally licenses trademarks that are affiliated with a specific technology being commercialized by LSU. Licensing of LSU Trademarks is administered through the LSU Trademark Licensing office.

Bylaws, Permanent Memoranda, and Policy Statements Relevant to Intellectual Property

Bylaws and Regulations of the LSU Board of Supervisors

- Article VII Section 8D Significant Board Matters Requiring Approval by the Board
- Chapter VII - "Intellectual Property"

Permanent Memoranda

- PM-11 Outside Employment of University Employees (PM-11 Form)
- PM-15 Copyright Guidelines Regarding Electronic Learning
- PM-16 Technology Transfer
- PM-64 LSU Intellectual Property Distribution of Royalties and Other Matters
- PM-67 Contracts between the University and its Faculty Members

Policy Statements

- PS-68 University Intellectual Property Rights in Sponsored Research Projects
- PS-77 Distribution of Campus Share of "Distributable Royalties"
- PS-93 Use of University Name and Indicia

For further information on licensing, LSU Technologies, faculty participation in start-up companies and policies related to LSU Intellectual Property check the OIPCD website, www.lsu.edu/intellectual_property.

Policies, Procedures, and Permanent Memoranda Relevant to the Conduct of Research at LSU

LSU and the LSU System have a variety of Policy Statements and Permanent Memoranda that pertain to the process of research at LSU. Researchers should familiarize themselves with the ones most pertinent to their particular research environment or situation. Links to a number of the most obvious ones are provided below.

Policy Statements

- PS-06-20 Security of Data
- PS-19 Environmental Health and Safety
- PS-32 Proposal Review and Approval Procedures
- PS-47 Employee Benefit/Indirect Cost Rates
- PS-50 Responsibilities and Concerns of University Personnel
- PS-51 Confidentiality in Sponsored Projects
- PS-65 Management of Human Body Fluids/Waste
- PS-68 University Intellectual Property Rights in Sponsored Research Projects
- PS-69 Research Misconduct

- PS -94 International Agreements
- PS-98 Disclosure of Financial Interests
- PS-99 Radiation Safety Violations
- PS-101 Appropriate Use of University Equipment and Property
- PS-103 Service Centers and Recharge Operations

Permanent Memoranda

- PM-10 Indirect Cost Allowances on Grants and Contracts
- PM-11 Outside Employment of University Employees
- PM-13 University Travel Regulations
- PM-16 Technology Transfer
- PM-27 Placement of Sponsored Agreements
- PM-30 Radiation Protection Program
- PM-67 Contracts Between the University and its Faculty Members

ORED Policies and Other Resources

- Credit Distribution
- NSF Data Management Plan
- NSF Cyberinfrastructure Data Management Plan
- Responsible Conduct of Research Training
 - NSF Responsible Conduct of Research Training Form
- Cost Sharing or Indirect Cost Reductions and Waivers - Request for Approval Form
- Ad Hoc Request for Resources Support Form

Contact Information

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