

Title: Information Technology -- Review of Sponsored Projects and Gifts from Private Sources
Code: I-600-150
Date: 8-1-00
Approved: WPL

Purpose

To provide responsive and effective technical support for the significant information technology components of sponsored projects; and to ensure that responsive and effective technical support is available for, and the appropriate level of review is performed of, the significant information technology components of gifts solicited from or proffered by private sources in support of Boston College.

Definitions

Significant information technology components are defined as computing hardware, software, and services that require Information Technology technical support services, connection to the network, or the purchase of nonstandard hardware or software.

Policy

All sponsored project proposals and gift solicitations with a significant information technology component are to be reviewed by Information Technology (IT) early in the proposal preparation process. This review enables IT to assist faculty and research staff in determining the types of technical support services required by the project or gift, and whether such support is available on campus or must be obtained from external sources. If support is unavailable on campus, IT will assist faculty and research staff in identifying possible external sources of support. The review also enables IT to assist faculty, research staff, and other members of the University community in:

- identifying ways in which technology can further research aims;
- ensuring that proposed computing uses take advantage of state-of-the-art technology;
- ensuring that the costs of significant information technology components are identified and accurately estimated;
- determining any permanent funding that may be required from University sources to support significant information technology components following the end of a sponsored project funding period; and
- identifying any acquisition and/or ongoing expenses, including those related to moving, storage, space requirements, and other special conditions, associated with the significant information technology components of gifts proffered by private sources in support of Boston College.

Procedures

IT Review of Sponsored Projects

1. During the sponsored project proposal preparation process, as described in the Office for Sponsored Program's [PRINCIPAL INVESTIGATOR'S HANDBOOK](#), the individual responsible for preparation of the proposal is to contact the IT Director of Academic and

Research Services, or his or her designee, for an IT consultation. The consultation should take place early enough in the proposal preparation process to allow sufficient time for completion of the IT review procedure.

2. During the IT consultation, the responsible individual and the Director of Academic and Research Services, or his or her designee, are to review the significant information technology components of the sponsored projects proposal to ensure that:
 - all aspects of the significant information technology components, including their configuration, are identified;
 - the level of IT support required during and after the sponsored project funding period is determined;
 - possible external sources of support are identified by IT if support is unavailable on campus;
 - IT architecture standards are met; and
 - all costs included in the proposal are identified and accurate.
- 3.
4. The Director of Academic and Research Services, or his or her designee, is to prepare the IT Review Document, a summary of the determinations made during the consultation. A copy of the IT Review Document is to be sent via e-mail both to the responsible individual and to the Director of the Office for Sponsored Programs.
5. If additional technical support is required following the end of the sponsored project funding period, the responsible individual is to contact the Director of Academic and Research Services, or his or her designee, to arrange for additional support services, which may require new contracts for hardware or software support.

IT Review of Gifts From Private Sources

The Vice President for University Relations or the Associate Vice President for Development is to consult with a representative of IT on all gifts with a significant information technology component that are solicited from or proffered by private sources in support of Boston College. Consults regarding proffered gifts are to be consistent with the gift acceptance review requirements outlined in policy [2-200-005](#), Private Voluntary Support -- Solicitation, Gift Acceptance, and Documentation.

Posted: October 18, 2000

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