

1. INTRODUCTION TO SPONSORED PROGRAMS

1.1 Overview

This electronic proposal development “manual” is meant to supersede the Research Information and Policy Manual and its appendix. We have decoupled much of that information and intend to present it in a different way here. The forms, for instance, have been removed from the appendix and now reside on the webpage under “forms,” and the Guidelines for the Preparation and Submission of Proposals and Contracts has been folded into the text of the manual itself.

This manual is now a proposal development instrument directed at PIs who are attempting to create and submit proposals, then manage the awards that result from them. It attempts to localize the process to UT Knoxville, and to take the proposal from beginning to end. To accomplish this we have added two new chapters, one on human resources -- Chapter 8 -- and one on account management -- Chapter 9.

In constructing this manual, we have endeavored to conform to several editorial principles. In the first place, it is not really a manual in the sense that we would have produced one ten years ago. Rather than reproducing information that we have gathered at a particular point in time, we have taken the approach that we will provide a brief overview for some processes; then, when possible, link to the units that own those processes and that are charged with keeping them current. In this way, we hope to keep the manual current with minimal revision. Thus, we have removed a long section on compliance, and now simply provide an explanation of the process and a link to the compliance pages. In this case, the compliance pages reside on the Office of Research website; but this is not always the case, since other units on campus are responsible for other functions. Human Resources, for instance, controls the hiring process, Post Award the setting up of accounts, invoicing, etc. And since we have taken the above approach, this manual is now a living document that will require regular revision as policies and practices change. We intend to do so, and invite questions and comments. For now, please send those to jlloyd@utk.edu.

1.2 Acronyms and/or Terms

If an acronym or term is unfamiliar to you, click on it for a pop-up explanation or identification.

1.3 University Overview

The University of Tennessee began as Blount College, chartered on September 10, 1794, by an act of the legislature of the Southwest Territory meeting in the territorial capital, Knoxville. The college was small at its inception; it struggled for the next thirteen years with a small student body and an even smaller faculty. In 1807, the institution received a new designation--East Tennessee College--and in 1840 was elevated in stature as East Tennessee University. Following the Civil War, the State of Tennessee made the University the beneficiary of the Morrill Act of 1862 which allocated federal land or its monetary value to the various states for the teaching of "agricultural and mechanical" subjects and to provide military training to students. Thus, the University of Tennessee (its designation after 1879) became a land-grant institution.

The University of Tennessee is fully accredited by the Commission on Colleges, Southern Association of Colleges and Schools and is a member of all major associations for higher education, including the Council of Graduate Schools and the National Association of State Universities and Land-Grant Colleges. According to the 2000 ranking, The University of Tennessee is classified by the Carnegie Foundation as Doctoral/Research-Universities Extensive, formerly known as Research Universities I, placing it in the highest ranks of all colleges and universities in the country.

The University of Tennessee offers the highest quality instruction, research, and outreach programs throughout the State of Tennessee. Undergraduate, graduate, and professional education merge seamlessly with the exploration of new knowledge and dissemination of practical information and technology to the state and its citizens.

The Knoxville campus serves the state, nation, and international community through a broad spectrum of undergraduate and graduate studies, research and creative activity, and public service and outreach. The University of Tennessee, Knoxville, welcomes and honors people of all races, creeds, cultures, and sexual orientations, and values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity.

Faculty members are skilled teachers and scholars who encourage full student participation in the intellectual life that such a faculty makes possible. The total campus enrollment of about 25,000 is an appropriate mix of undergraduate and post-baccalaureate students.

Undergraduate students are admitted competitively, and each first-year class comprises the best-prepared students from Tennessee and around the world. Articulation agreements with Tennessee community colleges ensure that transfer students enroll properly. All undergraduate curricula encourage creative thought, ethical behavior, respect for diversity, and intellectual development.

Graduate and professional degrees are offered in the colleges of Agricultural Sciences and Natural Resources; Architecture and Design; Arts & Sciences; Business Administration; Communication and Information; Education, Health & Human Sciences; Engineering; Law; Nursing; Social Work; and Veterinary Medicine. Endowed faculty chairs, research Centers of Excellence, and the alliance with the Oak Ridge National Laboratory create graduate and professional scholarship opportunities unique to the Knoxville campus.

1.4 Research Capabilities and Outreach

The University of Tennessee has collaborative relationships with public and private agencies including Oak Ridge National Laboratory, Battelle Memorial Institute (forming UT-Battelle, LLC), St. Jude Children's Research Hospital, the Memphis Biotech Foundation, and the Boston-Baskin Cancer group (forming UT Cancer Institute).

The University of Tennessee, Knoxville campus, proudly administers 14 Chairs of Excellence and three state-funded Centers of Excellence.

The University Libraries contain 3 million library volumes, periodicals, and computer resources. The central library opened in 1911. Its rare book collection contains 51,000 items, with the oldest dating from 1481. It is ranked among the top U.S. libraries in the Chronicle of Higher Education rankings, 32nd among public research libraries, and 52nd among all major academic research libraries in Canada and the U.S. by the Association of Research Libraries. Two specialized libraries are the Joel A. Katz Law Library, which is the largest public law library in Tennessee, and the Howard H. Baker Jr. Center for Public Policy, which opened in 2003 to honor alumnus Baker and to promote citizen involvement in government. An invaluable service of the Libraries is its Digital Medial Service, which provides instructional materials online.