

# UNMC-specific Policies

A partial listing of frequently referenced policies related to grants and contracts administration are described below. A complete catalog of UNMC policies can be found on the [UNMC Policies & Procedures Wiki](#).

<u>Conflict of Interest</u>	<b>Policy #8010</b> UNMC identifies, manages, and if necessary, reduces potential conflicts of interest to maintain the public's trust in UNMC's teaching, research, patient care, and service mission.
<u>Contracts</u>	<b>Policy #8009</b> The Board of Regents delegates the administrative authority to approve and execute certain types of university contracts.
<u>Sponsored Project Cost Share</u>	<b>Policy #6104</b> Cost share committed on sponsored projects is to be limited to the minimum amount necessary to meet sponsors' requirements.
<u>Sponsored Programs Costing</u>	<b>Policy #6100</b> Direct costs must be reasonable, allocable, allowable, and treated consistently in budgeting and expending.
<u>Effort Certification</u>	<b>Policy #6105</b> UNMC uses the Effort Certification Report as its method of documenting employee effort performed on sponsored projects.
<u>Export Control</u>	<b>Policy #8005</b> Export controls, set forth in regulations administered by several federal agencies, impose access, dissemination, and participation restrictions on the transfer and retransfer of "controlled" information and on the export and re-export of tangible items.
<u>Institutional Base Salary</u>	<b>Policy #6102</b> UNMC's Institutional Base Salary (IBS) represents combined salary from UNMC and its affiliate practice plans, UNMC Physicians and Nebraska Pediatric Practice.
<u>Outside Employment</u>	<b>Policy #1049</b> UNMC employees may be employed by other external organizations, provided such activities do not interfere with their regular duties at UNMC or create a conflict of interest.
<u>SBIR &amp; STTR Program Participation</u>	<b>Policy #3002</b> UNMC encourages the commercialization of applied research by faculty and staff and supports collaboration between its entrepreneurial researchers and outside companies.

<u>Service Centers</u>	<b>Policy #6107</b> Service centers can result in charges to sponsored projects. Billing rates should be designed to recover the direct operating costs of providing the goods/services on an annual basis, excluding all unallowable costs.
<u>Subrecipient</u>	<b>Policy #6108</b> When UNMC subcontracts part of an award to another organization, UNMC remains fully responsible to the sponsor for the entire award.
<u>Cost Transfer</u>	<b>Policy #6106</b> Although it is preferable to charge costs to the correct account when they are incurred, cost transfers may occasionally be necessary and must be properly documented and processed within a reasonable time.

### ***One Chart Compliance with 21 CFR Part 11***

The electronic medical records are maintained within the One Chart powered by EPIC System which is installed and operated by Nebraska Medicine. This system is run as a closed system as defined by 21 CFR 11.10. [Download](#) the 21 CFR 11 compliance document.

### ***Nebraska Medicine Policies***

Policies for our hospital partner can be found [here](#) (select "Go to keyword search" and type "Research" locate research-specific policies).

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