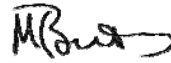

EXECUTIVE VP/CEO: DONALD R. SMITHBURG • DEPUTY CEO: ROBERT M. PLAISANCE • MEDICAL DIRECTOR: MICHAEL K. BUTLER, M.D.

MEMORANDUM

TO: Hospital Administrators
Medical Directors
Nursing Directors
Chief Financial Officers

FROM: Michael K. Butler, MD, MHA, CPE
Chief Medical Officer



DATE: January 25, 2007

RE: Policies and Procedures on Sponsored Projects

It is the policy of the LSU Health Care Services Division (HCSD) that any program whose employees receive any part of their salary through HCSD, or whose activities use any HCSD resources or facilities (staff time, file space, clinic use, supplies, equipment, computer use, etc.), shall submit all proposals for externally supported projects to the HCSD Financial Grants Manager (See # 5 below.), and shall receive approval from the Hospital CEO prior to any such activity, whether funded or not.

Such activities, hereafter collectively referred to as “Sponsored Projects,” include, but are not limited to:

- Grants
- Subgrants
- Clinical trials
- Clinical research
- Data collection for non-HCSD entities or persons
- Other project activities (not fee for service) authorized by:
 - Interagency transfers
 - Agreements
 - Contracts
 - Memorandums of Understanding
 - Sponsored Endeavors
 - Cooperative Endeavors

This requirement is necessary to ensure that the hospital CEO and HCSD administration are aware of and have pre-approved all externally supported activities which use HCSD resources, to ensure that all charges and requests for payment are unduplicated and allowable under all related laws, regulations and policies, to ensure that such projects comply with all applicable laws, regulations and policies of the State and federal government, and to provide for comprehensive and accurate reporting.

The HCSD Sponsored Projects Manual and related policies, which are available at <http://www.lsuhsospitals.org/finance/grants.htm>, are in the process of being updated. In the interim, other than those contradicted by the above policy statement, these policies and procedures remain in effect until further notice.

A summary of the most pertinent policies are as follows:

1. All **federal** grants must be processed through LSUHSC – NO.
2. All clinical trials conducted by LSUHSC or LSU HCSD employees must be approved by the LSU HSC Institution Review Board (LSU IRB)
3. All clinical trials/studies conducted by non-HCSD or LSUHSC employees, must be approved by their IRB of record and must receive concurrence from the LSU IRB.
4. Assistance with grant applications and IRB processing is available from:
Shannon McNabb, Research Director
LSU Pennington Biomedical Research Center
Clinical Epidemiology
6400 Perkins Road
Baton Rouge, LA 70808
225-763-2922 (telephone)
Shannon.mcnabb@pbrc.edu
5. Copies of **all** proposals and awards and related documents are to be sent to:
Mary Tauzin, Financial Grants Manager
LSU Health Care Services Division
8550 United Plaza Blvd., 4th Floor
Baton Rouge, LA 70809-2256
225-925-7601 (telephone)
225-922-1121 (fax)
mtauzi@lsuhsc.edu

This memorandum replaces the September 22, 2003, memorandum referenced as “Internal Procedures on Processing Sponsored Projects,” and the April 21, 2004, memorandum referenced as “Policies and Procedures on Clinical Trials.”

As many of you know, this is a first step in developing policies regarding the way sponsored projects are handled in the LSU HCSD. This is a process in evolution.