

UMES COMPLIANCE AND GRANTS TRAINING

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1. **ROLE OF THE OFFICE OF THE ATTORNEY GENERAL:**

- Counsel assigned by the Attorney General to University System of Maryland, constituent universities including UMES.
- Involvement with the UMES Office of Sponsored Programs including but not limited to review of confidentiality agreements, review of grant awards and sub contract(s) review of applicable policies and procedures, statutes, laws, regulations relating to grants, issues regarding allegations of scientific misconduct, inappropriate treatment of students, test subjects, or animal abuse.
- Representation of UMES and possibly faculty member in lawsuit if brought provided certain criteria followed. Maryland Tort Claim Act, Ann. Code of Md, State Gov't Section 12-101 *et seq.* See Section 12-304 regarding representation by OAG for state employee.

2. **SOME BEST PRACTICES RELATED TO GRANTS:**

- Read and review UMES sponsored program web pages- www.umes.edu/osp
- ALL GRANTS at UMES MUST BE reviewed by the UMES OSP BEFORE they are sent out, during negotiations and follow up (NO EXCEPTIONS). This includes, but is not limited to the actual grant and/or awarding to someone else or being awarded a sub contract under the grant. All subcontracts must also be reviewed by the OSP.
- Only certain people have legal authority to sign on behalf of the University and it is only certain administrators NOT faculty.
- Reading and following all terms and conditions of the award-. You must read all the attachments including Federal A-121 (if applicable). Make sure you know what you are required to do and also what you are prohibited from doing. Make sure you know everything you are

supposed to do in this grant as well as the restrictions this particular grant has (does the grant preclude use of certain individuals-(ie- foreign nationals).

- Remember to review: UMES OSP website, UMES Handbook on Misconduct in Science, Maryland Ethics Laws (Ann. Code of Md. Section 15-101 *et seq* and Section 15-523 relating to Ethics Obligations regarding Institutions of Higher Education), Conflicts of Interest (both USM, UMES policies, state policy and ethics laws, USM/UMES Professional Commitment of Faculty , II.3.10-1-2 (pp. 153-154 of UMES handbook)
- Avoid conflicts of interest. Report conflict of interests immediately on grants to OSP and to Vice President for Academic Affairs and to Vice President for Administrative Affairs upon discovery.
- Make sure you use the grant money ONLY for what it is intended- it is NEVER intended to hire faculty to teach classes not involving the actual award
- Report misconduct in science- USM /UMES Policies- .
- Whistleblower Statute- Ann. Code of Maryland, State Personnel and Pensions (SPP) Sections 5-301 *et seq*
- Be aware of Intellectual Property Issues- USM/UMES Policies.