

Effective date: 9/16/2012

Responsible Official: Associate Vice President for Research

Responsible University Office: Office of Research Administration

Revision History: NA

Related legislation and University policies: Executive Order 13513

Review Period: As needed per changes in Federal Regulations

Date of Last Review: 9/2019

Relates to: Faculty, Staff, Students with roles on federally sponsored Federal projects

Text Messaging while Driving

STATEMENT

Case Western Reserve University (CWRU) requires all faculty, staff and students who work on sponsored projects to understand the implications of the Text Messaging while Driving Policy.

APPLICABILITY

This policy applies to faculty; staff and students with roles on CWRU administered sponsored projects, whether awarded by the federal government directly to CWRU or awarded to another entity and “passed-through” to CWRU.

POLICY

Executive Order 13513 ([E.O. 13513](#)) requires each Federal agency to encourage contractors, subcontractors, and grant and cooperative agreement recipients and subrecipients to adopt and enforce policies that ban text messaging when driving federally-owned vehicles or while driving any vehicle, including personally owned vehicles, when performing work under a federal grant or contract that requires compliance with this Executive Order.

DEFINITIONS

- 1. Sponsored Project:** A sponsored project is an activity funded by an external sponsor wherein CWRU agrees to specific conditions and/or to perform a defined scope of work as defined by the sponsor.
- 2. Texting/Text Messaging:** Reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, emailing, instant messaging, or engaging in any other form of electronic data retrieval or electronic data communication.

GUIDELINES AND EXPECTATIONS

Faculty, staff and students must refrain from text messaging when driving federally-owned vehicles or while driving any vehicle, including personally owned vehicles, when performing work under a federal grant or contract that requires compliance with this Executive Order.

PROCESS

The Office of Research Administration will disseminate the policy requirements by posting it on its website, announcing it at meetings of campus research administrators, and sharing it through the ORA listserv. The principal investigator will be responsible for ensuring that staff working on the sponsored project is aware of the requirements of this policy.

REFERENCES

- FAR 52.223-18 ([Federal Register](#))
- 4.1.30 ([NIH Grants Policy Statement](#))

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