

 <p>Category: COM Research</p> <p>Policy applicable for: COM Faculty/Staff</p>	<p>COLLEGE OF MEDICINE Operating Procedure/Guideline</p> <p>Sponsored Proposal Submission</p> <p>Effective Date: 5/01/2014</p> <p>Prior Effective Date: N/A</p>	<p>Document Owner: COM Sr. Associate Dean for Research</p> <p>Responsible Office: COM Dean</p>
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Background

This policy sets forth the timelines and expectations for internal review of sponsored project proposals at the University of Cincinnati, College of Medicine.

The intent is to develop reasonable expectations for a sustainable process to facilitate review and submission of COM proposals so as to most efficiently use available resources and satisfy the extensive sponsor requirements. This is particularly necessary given the on-going and varied sponsor submission deadlines, the greater responsibility for submission now vested at the College level, and the limited error correction window now part of most sponsor electronic systems.

Guideline

The University of Cincinnati and College of Medicine requires that all sponsored project proposals be appropriately processed and approved prior to submission.

Pre-award Review

The COM Office of Operations and Finance (COM O&F) is responsible for the final proposal preparation and administrative review of all sponsored project proposals. It is imperative that COM O&F have sufficient time to complete this review and to submit the application so as to prevent failure of a grant submission arising from potential validation issues in sponsor electronic systems, for revising any errors, and for generating hard copy submissions in the case of electronic system failure.

Except as stated below, the full proposal and all components thereof must be submitted no later than five working days prior to the sponsor due date.

For training grants, program project grants, center grants, and Federal contracts, an application planning meeting with COM O&F should occur at least six months prior to submission and no later than three months prior to submission. The

purpose of this meeting is to review the administrative submission requirements, establish a mutually agreeable time line for budget, table, and program narrative completion, and to help the investigator identify any special data or proposal development needs. While COM O&F is not able to provide investigators with direct support for collating such information, they may be able to help the investigator identify sources of information and potential facilitators. Final documents for training grants must be completed a minimum of ten working days prior to submission.

No application may be submitted unless the following actions have been completed;

- All key personnel, including non-university key personnel, must have a valid annual outside activity report on file
- PI certifications in Coeus
- Budget and budget justification approved
- Effort verified
- Credit assigned
- Cost share approved (if applicable)
- Letters describing matching or in-kind commitments have been submitted (if applicable)
- Off campus verification form fully signed (if applicable)
- F&A waiver form signed (if applicable)
- All departmental approvals received in Coeus

Coeus – Required Electronic Signatures

Principal Investigator – The PI’s signature indicates his/her agreement to comply with all relevant sponsor terms, certifies that the proposal has been developed consistent with sponsor and college guidelines, and that he/she has reviewed the proposal in Coeus and the proposal is in the final format to be submitted to the agency.

Business Administrator – The Business Administrator’s signature indicates that costs have been developed in accordance with college guidelines and that due consideration has been given to utilizing suitably qualified existing unfunded/underfunded staff before new FTEs are requested. If cost share is part of the proposal, the signature indicates that the department is aware and able to fund this requirement.

Chair or Vice Chair – The Chair or Vice Chair’s signature certifies that he/she has read the subject proposal and agrees that the project is consistent with the department’s mission and goals and that it should be pursued substantively as outlined in the proposal. The signature of the Chair or Vice Chair confirms their

commitment to make available the necessary resources to complete the project as outlined.

COM O&F Manager – The COM O&F Manager is the “official” authorizing signatory and must sign off on all proposals.

Exceptions

Exceptions to this policy must be obtained from the Sr. Associate Dean for Research or designee. COM O&F are not authorized to provide exceptions.

Exceptions will generally not be granted for any submission where the deadline was known more than six weeks in advance (example: NIH standard due dates).

Failure to comply

Failure to adhere to these guidelines could result in a halt to submission of the proposal. Serial late submissions by a PI will result in interventional actions by the Office of the Sr. Associate Dean for Research.

Related links

N/A

Phone Contacts

College of Medicine Operations & Finance	558-0292
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