

**UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL
OFFICE OF THE VICE PROVOST FOR RESEARCH
PROPOSAL REVIEW AND SUBMISSION POLICY**

EFFECTIVE DATE: November 1, 1994 (Rev. 5/2004; 4/2006; 1/2008; 6/2009)

PROPOSAL ROUTING SIGNATURES AND RESPONSIBILITIES

Principal Investigator

- Assures information submitted in the application is true, complete and accurate
- Certifies that eligibility requirements to be principal investigator have been met and that they are in compliance with Federal, State, Sponsor and Institution rules and regulations
- Accepts the responsibility to conduct and judiciously manage the project in accordance with the terms and conditions of the sponsor and the institution is an award is accepted by the University

Department Administrator

- Assures departmental review of the proposal information and budget for accuracy and compliance with sponsor and institution guidelines

Department Chair

- Approves the project and confirms appropriate space and facilities are available to meet proposed goals of the project
- Confirms cognizance of the proposed project's risks and administrative obligations
- Assures acceptance of the obligation of the Department to meet any cost sharing proposed (see COST SHARING instructions below).

Research Funding (RFS)

- Reviews all administrative compliance components to ensure accuracy and compliance with rules and regulations
- Verifies all information relating to compliance with federal regulations including approval for use of humans, animals, biohazards, recombinant DNA, and special circumstances

COST SHARING

Any proposed *voluntary cost sharing* (reduced indirect costs, or in-kind costs for effort) must be approved by the Vice Provost for Research or his designee. To initiate this process, please contact Dr. Gary Schneider by email at Gary.Schneider@umassmed.edu. The email request must include approval from the Department Chair before institutional approval will be considered.

SUBMISSION REQUIREMENTS

Proposals are required to be submitted **5 WORKING DAYS** prior to the earlier of the "DATE DUE TO SPONSOR" or the "REQUESTED RETURN DATE".

Proposals for Program Project or Center Grants, Training Grants, or Research Grant proposals that include International Consortia require additional time for review and are required to be submitted **8 WORKING DAYS** prior to the earlier of the "DATE DUE TO SPONSOR" or the "REQUESTED RETURN DATE"

ELECTRONIC SUBMISSIONS that require RFS to submit the application must submit the ELEMENTS FOR REVIEW as stated above. The electronic proposal must be ready for submission at least **2 WORKING DAYS** prior to the electronic deadline.

(cont'd)

ELEMENTS FOR REVIEW

Mandatory

- Routing form (must be complete and signed by PI, Department Admin and Chair)
- Conflict of Interest Disclosure Summary (for all key personnel)
- Detailed Internal Budget – either the Internal Budget Spreadsheet located on our website at or any other spreadsheet that provides budget category detail
 - **EXCEPTION:** if you are submitting an NIH fellowship or a modular grant with no excluded budget categories (equipment, consortia, alterations & renovations, or patient care/testing) this is not required
- Budget Justification
 - Personnel justification showing effort and roles of all personnel if the submission includes a modular budget
 - Detailed budget justification if non-modular proposal
- **Copy of sponsor guidelines** if responding to an RFA or PA other than PA-07-070 or if sponsor requests specific format or budget restrictions.

If Applicable

- *Cover page, face page or any other sponsor forms requiring an institutional signature*
- *Resources and Environment page if biohazard or select agent use is proposed*
- *Checklist page if required*
- *Consortia (subcontracts) if proposed should include:*
 - *signed face page*
 - *approved budget and justification*
 - *scope of work*
 - *checklist page*
 - *copy of consortium F&A rate agreement*
 - *If the proposed consortium is a foreign entity please note the 8 working day internal deadline under SUBMISSION REQUIREMENTS*

LATE PROPOSALS

Proposals not received as specified in **SUBMISSION REQUIREMENTS** will be considered late and may not be reviewed and authorized for submission for that deadline.

PROPOSALS SUBMITTED WITHOUT INSTITUTIONAL APPROVAL

Proposals or agreements submitted without institutional approval may not be accepted if an award is made.

Please direct any questions regarding a deadline or proposal to Grants.Contracts@umassmed.edu or call 508-856-2119.