

Office of Sponsored Programs

PROPOSAL REVIEW AND SUBMISSION POLICY

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](#)).

Office of Sponsored Programs (OSP)

- 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 Director or designee. To initiate this process, please contact Amy Miarecki by email at Amy.Miarecki@umassmed.edu. The email request must include approval from the Department Chair before institutional approval will be considered.

SUBMISSION REQUIREMENTS in RESEARCH MANAGEMENT SYSTEM (RMS)

Proposals are required to be submitted **5 WORKING DAYS** prior to the "Application Submission Deadline."

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 "Application Submission Deadline."

ELECTRONIC SUBMISSIONS that require OSP 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.

ELEMENTS FOR REVIEW

Mandatory

- Funding Proposal (must be completed electronically in RMS by PI, Department Admin and Chair)
- Conflict of Interest Disclosure Summary (for all key personnel)
- 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 parent opportunities 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 Research.Funding@umassmed.edu or call 508-856-2119.