

**Requirements Common to All Schools**

The **original** and **two copies** of completed proposal applications should be submitted to:

- 1) **Office of Sponsored Programs** - three days in advance of the proposal deadline, thus typically to your department/school research administrator five days in advance of the proposal deadline
- 2) **Office of Contracts and Grants Administration** - (for School Of Medicine departments) five days in advance of the proposal deadline

**Required Forms:**

- ✓ Sponsor's required application
- ✓ Sponsor's Request for Proposal (RFP), Request for Application (RFA), or Program Announcement (PA)
- ✓ Proposal Approval Form (Goldenrod)

**And forms as relevant:**

- ✓ Justification for Cost Accounting Standards Exception Request (Part III of Goldenrod)
- ✓ Sponsor indirect cost rate if different than current UVa federal F&A cost rates
- ✓ Off grounds F&A rate
- ✓ Sole Source Justification
- ✓ Professional Time Release Form
- ✓ Human Subjects approval
- ✓ Animal Subjects protocol
- ✓ Rate sheet for internal service providers' ("central services", e.g., vivarium, tissue culture center)
- ✓ If Subcontracts, include a signed proposal from the subcontractor's authorized agent; the subcontractor's proposal must be in the format required by the sponsor, including forms, certifications and budget breakdown
- ✓ If Cost Sharing, provide an itemized breakdown of costs and proposed source of cost-sharing (i.e., department, school; see Part IV of Goldenrod)
- ✓ Drug Study Questionnaire
- ✓ Conflict of Interest Agreement
- ✓ Research Funding Agreement - typically used with corporate sponsors
- ✓ Clinical Research Funding Agreement
- ✓ Material Transfer Approval Sheet

**Note: Some forms may have school specific versions. Check with your school research administrator and see the OSP forms link website: <http://www.virginia.edu/sponsoredprograms/forms.htm>**

**Interdisciplinary/Multi-school Project Proposals**

For project proposals which involve more than one department within the same school, all associated PI and chair signatures are needed.

For project proposals which involve more than one school, all associated PI, chair and dean signatures are needed.

In some instances, signatures (or initials) from associated department/school research administrators may be requested. Consult your school research administrator for specific school policy.

Occasionally, other signatures (e.g., Vice President for Research, Provost) may be requested for interdisciplinary/institutional proposals.

**School Specific Proposal Routing Issues \***

<u>School</u>	<u>DEADLINES</u> When Proposal Must Be In School Research Admin Office	<u>Who Obtains Approvals</u>	<u>Who Signs Goldenrod</u>	<u>ERA/ FastLane</u>	<u>Other</u>
<i>School of Arts &amp; Sciences</i>	A minimum of 3 business days	PI's responsibility, but Research Administration Office will obtain Dean's and OSP's authorized approvals	<ul style="list-style-type: none"> <li>✓ PI</li> <li>✓ Chair (or Asst. Chair)</li> <li>✓ Dept Grants Administrator (as applicable)</li> <li>✓ Research Administrator</li> <li>✓ Dean</li> <li>✓ OSP</li> </ul>	The only difference in FastLane proposal routing is that sometimes the electronic proposal may get to OSP for review prior to Research Administration's obtaining dean/chair signatures.	The departments of <b>Biology, Chemistry, Environmental Sciences, Physics and Psychology</b> have their own Grants Administrators; however, proposals must still go to the School Research Administration office for review prior to being forwarded to OSP
<i>Curry School of Education</i>	A minimum of 4 days	Curry School Research Administrator	<ul style="list-style-type: none"> <li>✓ PI</li> <li>✓ Chair (or Asst. Chair)</li> <li>✓ Research Administrator</li> <li>✓ Dean</li> <li>✓ OSP</li> </ul>	The only difference in FastLane proposal routing is that sometimes the electronic proposal may get to OSP for review prior to dean/chair approving proposals.	If a Curry School research project involves faculty from an other school, the PI must obtain written authorization/signatures from that school's appropriate department chair and dean. Similarly, if another school's PI is requesting that a Curry School faculty be included in their project, the associated Curry department chair and dean would need to review and sign the project approval form (Goldenrod).
<i>School of Engineering and Applied Science</i>	5 business days	Office of Pre Award Research Admin (OPRA)	<ul style="list-style-type: none"> <li>✓ PI</li> <li>✓ Co-PI's</li> <li>✓ Chairs of each dept involved</li> <li>✓ Assoc. Dean for Research</li> <li>✓ Grants Admin.</li> <li>✓ OSP</li> </ul>	No difference in routing	Dean and/or Assoc Dean must sign any cost sharing using an SEAS internal form; every items must be approved by the dept chair &/or dean providing the source of funds
<i>School of Medicine</i>	5 business days	PI should obtain departmental signatures/approvals and all approvals from other UVA schools from which faculty are being requested to provide project effort. The OCGA provides approval signatures on behalf of the SOM Dean and UVA.	<ul style="list-style-type: none"> <li>✓ PI</li> <li>✓ Co-PI</li> <li>✓ Division heads</li> <li>✓ Chairs</li> <li>✓ OGCA Office</li> </ul>	No difference in routing	Any proposal which includes cost sharing must also include a commitment letter (authorization) from the associated individual having authority over the usage of those funds.
<i>School of Nursing</i>	5 business days	Research Administration	<ul style="list-style-type: none"> <li>✓ Dean - School of Nursing &amp; Research Admin</li> <li>✓ PI</li> </ul>	No difference in routing	OSP must also review/approve most proposals

\* Proposals coming from areas outside the schools listed above may have unique routing processes. Contact OSP for further assistance as necessary.