

The College Arts, Science and Engineering Sponsored Project Sign-Off Procedure

November 1, 2002

Background

Current policy calls for all competing or new research, continuing or renewal proposals to be reviewed and signed off by the Office of The Dean of Research. Most applications reviewed by the Dean's Office are in compliance with University and College policy and require no comment or action by the Dean's Office. For this reason, the policy is being modified in order to expedite the project proposal approval process.

Policy

Only the following proposals require Dean's Office approval:

1. Projects requiring additional/new space to be assigned or the renovation/modification of current space or facilities.
2. Projects involving University cost sharing or any subsidization of project costs.
 - Cost sharing requires the completion of a Cost Sharing Commitment form, available from the ORPA website, <http://www.rochester.edu/ORPA/Forms/index.html>.
3. Projects requesting less than the maximum allowable current UR Facilities and Administrative (F&A) cost rate.
 - If a waiver of F & A cost rates has been discussed with and agreed to by the Dean's Office, a copy of the approval should be submitted with the proposal.
 - Current rates for research and clinical trials may be found on the ORPA website <http://www.rochester.edu/ORPA/Forms/index.html>.
4. Projects (entire or partial) requesting Off-Campus UR Facilities and Administrative (F&A) cost rate.
5. Projects involving F&A cost sharing with other UR schools, colleges or divisions.
 - Shared F&A costs require the completion of Sharing of Indirect Cost Recovery form that is available from the ORPA website, <http://www.rochester.edu/ORPA/Forms/index.html>.
 - The PI should include with the proposal the detailed calculation that supports the summarized figures on the F&A shared costs form
6. Small Business Innovative Research Grants (R 43), Small Business Technology Transfer Grants (R41).
7. Center grants and other similar type proposal.
8. All corporate or foundation solicitations.
9. Any projects where the total direct costs exceed \$250,000 per year
10. All "Renewals" which fall into any of the above 9 criteria.
11. All "Continuations" which have significant changes which affect any of criteria 1-9.
12. Any Pre-proposal which falls under criteria 1, 2 or 3 above.

Procedure

All applications require the review and approval of the department chair and/or administrator. Other approvals as needed (Human Subjects, UCAR, Office of Corporate and Foundation Relations, etc.) should be obtained prior to submitting the form to the College Operations & Finance Office or Dean of Research and ORPA.

Applications to be reviewed by Dean's Office should be brought to the College Operations and Finance Office suite (5-9070) (Lattimore 224-225).

Applications approved by the Dean's Office will either be forwarded to ORPA or contact made to appropriate department designee for pick up. The PI, or designee will be called with any concerns

to be resolved before authorization may be granted.

The Dean's Office requires that any proposals involving criteria 1-12 be brought Dean's Office's attention well in advance of the proposal due date, otherwise at least one business day hours is required to review any proposal.