

**School of Medicine and Dentistry
Sponsored Project Sign-Off Policy and Procedure
July 1999**

Background

Current policy calls for all competing or new research proposals to be reviewed and signed-off by the School of Medicine and Dentistry Dean's Office. Most applications reviewed by the Dean's Office are in compliance with University and School 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.

Revised Policy

Effective immediately, only the following proposals will require Dean's Office approval:

1. Projects involving University cost sharing or subsidization of study 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>.
2. 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 web site <http://www.rochester.edu/ORPA/Forms/index.html>.
3. 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.
4. Projects requiring additional/new space to be assigned or the renovation/modification of current space or facilities.
5. Program Projects (PO1), Center grants (PO50 or PO60) or other similar type proposals to non-NIH sponsors.
6. Small Business Innovative Research Grants (R 43) and Small Business Technology Transfer Grants (R41).
7. Any project where direct costs exceed \$250,000 per year.
8. All training grants.

Procedure

All applications, requests for cost sharing and waivers require the review and approval of the department chair and/or administrator. Other approvals as needed (Human Subjects, UCAR, etc.) should be obtained prior to submitting the form to the Dean's Office (if required) and ORPA.

Applications to be reviewed by the Dean's Office should be deposited in the "Grants for Drop-off for the Dean's Office" box designated for that purpose in the Dean's Office (1-5401).

Applications approved by the Dean's Office will be forwarded to ORPA. The PI, or PI's designee will be called with any concerns to be resolved before authorization may be granted.

Applications returned from ORPA will be deposited in the "Grants for Pick-up by Departments/ORPA Drop-off" box in the Dean's Office.

The Dean's Office continues to require one business day to review a proposal.