

**The College of Arts, Science and Engineering  
Sponsored Project Sign-Off Policy and Procedure  
May 2013**

**Policy:**

The following proposals will 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 subsidization of study costs, mandatory or voluntary, including faculty effort.
  - If awarded, cost sharing will require the completion of a Cost Sharing Commitment 150 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 must 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>.
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 must 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 - SBIR (R43) and Small Business Technology Transfer Grants - STTR (R41).
7. Program Projects (P01), Center grants (P050 or P060) or other similar type proposals to non-NIH sponsors.
8. All corporate or foundation solicitations.
9. All corporate contracts and grants (non-philanthropic) sponsored research.
10. Any project where direct costs exceed \$250,000 per year.
11. Any project in which the Department Chair is the Principal Investigator.
12. Any project which deviates from UR stated policy as to who may serve as Principal Investigator.

13. All “Renewals” which fall into any of the above criteria.
14. All “Continuations” which have significant changes which affect any of the above criteria.
15. Pre-proposals that fall under Criteria 1, 2, or 3 above.

**Procedure:**

All applications require the review and approval of the department chair and/or administrator. Documentation must be kept on file in the department that indicates an administrator has been granted signature authority to sign on behalf of the Department Chair for proposals. Other approvals as needed (Human Subjects, UCAR) should be obtained prior to submitting the form to the Dean’s Office (when required) and ORPA.

Applications to be reviewed by the Dean’s Office should be brought to the appropriate College Suite: Lattimore 306 for Hajim School of Engineering and Applied Sciences, and Lattimore 304 or 317 for the School of Arts and Sciences.

Applications approved by the Dean’s Office will either be forwarded to ORPA or contact will be made to appropriate Department designee for pick up. The PI or PI’s 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 1-15 be brought to the Dean’s Office’s attention *well in advance of the proposal due date*. At least five business days are required by ORPA to review all proposals.