

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

Most sponsored project proposals in compliance with University and School of Medicine and Dentistry policy require no comment or action by the Dean's Office. However, proposals that meet the following criteria must be approved by the Dean's office prior to ORPA's final review.

1. Projects involving University cost sharing or subsidization of study costs.
  - Proposed cost sharing must be indicated in a cost-sharing budget in the IORA funding proposal. The completion of cost sharing as part of budget reconciliation will be required at the time of award and annually as necessary. If there is a change in the cost sharing commitment, a new ancillary review for the Dean's Office will be required. A cost sharing form 150 may be required in certain circumstances.
2. Projects requesting less than the maximum allowable current UR Facilities and Administrative (F&A) cost rate unless the sponsor's written policy indicated a lower F&A rate.
  - If a waiver of F & A cost rates has been discussed with and agreed to by the Dean's Office, the Dean's office will communicate this approval in their response to the IORA ancillary review; a copy of the approval should be added as an attachment in the proposal.
  - Current rates for research and clinical trials may be found on the ORPA website.
3. Proposals for which the off campus F & A rate is utilized.
4. 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 available on the [ORPA Website](#). The PI should include with the proposal the detailed calculation that supports the summarized figures on the Sharing of Indirect Cost Recovery form.
5. Projects requiring additional/new space to be assigned or the renovation/modification of current space or facilities.
6. Small Business Innovative Research Grants (R 43) and Small Business Technology Transfer Grants (R41).
7. Any project where direct costs exceed **\$500,000** in any budget year.
8. Grants for which a Department Chair or Center Director serves as the Principal Investigator to provide "one level up" approval.
9. Any project which deviates from UR stated policy as to who may serve as Principal Investigator.

### **Procedure**

All applications, requests for cost sharing, and F & A waivers require the review and approval of the Department Chair/Director and/or designated departmental administrator. Proposals requiring Dean's Office review and approval should be made available in IORA with all necessary attachments (SOW, detailed budget, budget justification).

The PI or PI's designee will be contacted with any concerns.

The Dean's Office requires that any proposals involving the above criteria 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.