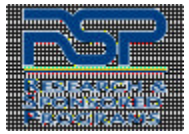




UNIVERSITY OF TOLEDO – HEALTH SCIENCE CAMPUS
RESEARCH AND SPONSORED PROGRAMS

ResearchAdmin.HSC@utoledo.edu



RSP100 (11/07)

PROPOSAL REVIEW AND APPROVAL FORM
FOR INTERNAL USE ONLY - DO NOT SUBMIT TO GRANTING AGENCY - (SEE PAGE 2 FOR INSTRUCTIONS)

Rec'd. in RSP: _____

RSP Proposal # _____ Contact When Approved: _____

Agency Deadline: _____ [] Postmark Deadline [] Receipt Deadline

Please attach a copy of the grant instructions/solicitation/RFA/RFP UT Acct. #: _____

Proposal Title: _____

Agency/Program: _____

Proposed Budget Periods: Initial: _____ to _____ Total: _____ to _____

Responsible Dept./Unit to Administer Award: _____

Muh Services/Charges in Budget? [] yes [] no (If yes, see 4d on back of page) Bioinformatics/Proteomics/Genomics Core Use? [] yes [] no

MECHANISM: [] Grant [] Contract [] Fellowship [] Cooperative Agreement [] Research Agreement [] Purchase Order

CLASS: [] New [] Competing Renewal [] Continuation [] Supplement (Agency #) _____

ACTIVITY TYPE: [] Research [] Research Training [] Clinical Trial [] Equipment [] Education [] Student Aid [] Service

[] Economic Development

MISC: [] Subcontract(s) Proposed [] Contains Proprietary Data [] Potential for Patentable Product(s) or Processes

[] This Is a Subagreement from Another Institution

Debarment/Suspension Certification: [] On File in RSP [] Included with this Application [] Conflict of Interest Form

ENDORSEMENTS: This proposal has been reviewed by the individuals whose signatures appear below. The principal academic review, salary and effort commitments, adequacy of space/facilities, and any cost-sharing are the responsibilities of the Department(s)/Unit(s) involved, unless previously authorized. Note that the fraction of effort in excess of budgeted salary represents institutional cost-sharing. RSP and UT accounting assume responsibility for fiscal monitoring of this account and for providing timely notification of potential over-expenditures to the PI and to his/her primary Department/Unit (Responsible Unit). The Responsible Department/Unit assumes fiscal responsibility for the account and for any over-expenditures. P.I. certifies that all proposed research involving animal/human subjects or biosafety issues is described in approved regulatory protocols listed above, or will be the subject of protocols submitted for review/approval prior to agency deadline(s).

PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR: _____ RESPONSIBLE UNIT DEPARTMENT CHAIR/DEAN/DIRECTOR _____

NAME: _____ DATE: _____
PHONE: _____ SOC. SEC. NO.: _____
E-MAIL: _____

NAME: _____ DATE: _____

PARTICIPATING INVESTIGATOR: (if applicable) _____

DEPT. CHAIR/DEAN/DIRECTOR FOR PARTICIPATING INVESTIGATOR.: _____

NAME: _____ DATE: _____
PHONE: _____ SOC. SEC. NO.: _____
E-MAIL: _____

NAME: _____ DATE: _____

INSTITUTIONAL OFFICIAL: (if applicable) _____

INSTITUTIONAL OFFICIAL: (if applicable) _____

NAME: _____ DATE: _____
TITLE: _____ [] mch Charges [] Cost Sharing

NAME: _____ DATE: _____
TITLE: _____ [] mch Charges [] Cost Sharing

Table with 2 columns: Name/Title and Date. Rows include Director of Sponsored Programs, Director of Grants Management, Vice President for Research Admin., and Lab Rsch. Regulatory Compl.

PROPOSAL REVIEW AND APPROVAL FORM INFORMATION

NOTE: THIS PROPOSAL REVIEW AND APPROVAL FORM MUST BE COMPLETED FOR ALL PROPOSALS REQUESTING EXTRAMURAL FUNDING BEFORE SUBMISSION OF APPLICATION TO THE GRANTING AGENCY

THIS FORM IS FOR INTERNAL USE ONLY - DO NOT SEND IT TO GRANTING AGENCY

1. All applications or requests for extramural support must be submitted to Research and Sponsored Programs (RSP) for institutional review and final official sign-off prior to transmission to any agency/company. Even if the sponsor does not require the signature of an institutional official, UTHSC policy requires the signature of one of the individuals authorized by the Board of Trustees. RSP will obtain this signature for you.
2. Please provide copies of all application instructions, policy statements and other agency information that apply to this grant proposal. Written documentation of the indirect cost (IDC) rate allowed by the granting agency is required, otherwise the negotiated federal rate will apply. Requests for less than full allowable IDC recovery must be approved by RSP in advance. Call RSP for current UTHSC indirect cost rate.
3. The PI, each Co-I/collaborator and their respective chair(s)/dean(s)/director(s) MUST sign the Proposal Review and Approval Form (PRAF). Institutional officials must check the box(es) to which his/her signature applies. If there is more than one Co-I/collaborator or additional institutional approvals are required, request a SIGNATURE ADDENDUM form from RSP.
4. ALL costs should be fully detailed and appropriately justified in the application budget.
 - (a) To ensure adherence to agency and UTHSC policies, the financial aspects of the proposal must be reviewed and approved by RSP prior to submission.
 - (b) Fringe benefits must be included in budgets. Call RSP for the appropriate fringe rates. RSP will calculate fringes for you, if you provide salary information. Approval for cost-sharing must be obtained in advance. A reasonable fraction of faculty salaries should be requested in proposal budgets. Any fraction of effort exceeding budgeted salary represents institutional cost-sharing.
 - (c) Multi-year projects should budget annual increases for salary and all other costs (normally 4%/year).
 - (d) Budgeted mch prices must be approved by hospital administration sign-off on this form.
5. Use of human subjects, vertebrate animals, biohazards (including recombinant DNA, infectious agents and hazardous chemicals), and radioactive materials:
 - (a) Indicate required approvals in the certifications/assurances section of the PRAF. The PI is responsible for submitting the appropriate protocol in time for the specific regulatory committee(s) review.
 - (b) RSP strongly encourages investigators to apply for protocol approval from the specific committee in advance of submitting the proposal or as early as possible after submission.
 - (c) Approvals for the use of human subjects and/or vertebrate animals must be provided to PHS agencies and NSF within sixty (60) days after competitive proposal submission. Approval letters from the chair of the respective committee(s) should be sent to the appropriate agency/sponsor. No grace period is allowed for PHS non-competing continuation applications.
 - (d) An UTHSC account number will be assigned for an award ONLY if all required approvals have been obtained.
6. Subcontracts:
 - (a) When UTHSC will be subcontracting to another institution, letters of concurrence from an authorized institutional official of the subcontracting institution and the collaborator are required. The subcontractor's budget, including direct and indirect costs (IDC), should be shown as direct costs in the budget of our primary grant or contract. UTHSC receives IDC only on the first \$25,000/yr of each subcontract.
 - (b) When UTHSC is to be a subcontractor on a proposal originating at another institution, the UTHSC portion of the proposal MUST be routed through RSP for review and approval prior to submission to the primary grantee institution. Contact RSP for UTHSC IDC rate to include in budget of subcontract.
7. Consultants:
 - (a) On UTHSC proposals, UTHSC personnel may only serve as unpaid consultants.
 - (b) UTHSC proposals involving consultants (paid or unpaid) from other institutions must include a letter from that individual accepting his/her role in the project.
 - (c) Outside consulting activities by UTHSC personnel must be approved by the consultant's chairman/and Senior VPAA.
8. Debarment and Suspension:

If proposal is being submitted to a federal agency, check the appropriate box on the application certifying to the Debarment and Suspension regulation. All PI's must have a SIGNED CERTIFICATION on file in RSP.
9. Conflict-of-Interest:

All individuals, who, on behalf of UTHSC, are responsible for the design, conduct or report of research associated with this proposal must complete and sign the UTHSC Disclosure of Potential Conflict-of-Interest Form for Sponsored Programs.

ABBREVIATIONS: IACUC - Institutional Animal Care and Use Committee; IBC - Institutional Biohazard Committee; IRB - Institutional Review Board; RSP - Research and Sponsored Programs; RSC - Radiation Safety Committee

ADDITIONAL INFORMATION: RESEARCH & SPONSORED PROGRAMS, EXT. 4252.

RESEARCH AND SPONSORED PROGRAMS
PROPOSAL REVIEW AND APPROVAL FORM
UNIVERSITY OF TOLEDO

(SIGNATURE ADDENDUM FORM)

RSP Proposal #: _____

UTHSC ENDORSEMENTS: This proposal has been examined by the officials whose signatures appear below. The principal academic review, salary and effort commitments, adequacy of space/facilities, and any cost-sharing are the responsibilities of the Department(s)/Unit(s) involved, unless previously authorized. Note that the fraction of effort in excess of budgeted salary represents institutional cost-sharing. RSP and UT Accounting assume responsibility for fiscal monitoring of this account and for providing timely notification of potential over-expenditures to the PI and to his/her primary Department/Unit. The primary Department/Unit of the PI assumes fiscal responsibility for the account and for any over-expenditures.

PARTICIPATING INVESTIGATOR:

DEPT. CHAIR/DEAN/DIRECTOR FOR PARTICIPATING INVESTIGATOR:

NAME: _____ DATE: _____
TITLE: _____
PHONE: _____ SOC. SEC. NO.: _____
MAIL: _____

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