Name of Policy: Hospital Department Grant UTOLEDO **Application Process Policy Number**: 3364-100-50-08 **Approving Officer**: Chief Executive Officer Chief of Staff **Effective date: Responsible Agent:** Chief Executive Officer **Original effective date:** December 3, 1980 **Scope**: The University of Toledo Medical Center Key words: Grant, Contract, Proposal, Research and Sponsored Programs, Approval \boxtimes New policy proposal Minor/technical revision of existing policy Major revision of existing policy Reaffirmation of existing policy

(A) Policy statement

All grant/contract proposals originating from a Hospital department shall be reviewed by the Chief Executive Officer and the Research and Sponsored Programs office prior to submission to the sponsoring agency. Such proposals must also comply with UT institutional policy #3364-70-0022.

(B) Purpose of policy

To coordinate services and maintain an appropriate record of grant-grant-related activities, so as to assure the availability and support of hospital services for the purposes of the project while avoiding any conflict with Hospital Policies policies or Procedures procedures.

(C) Procedure

- 1. Obtain necessary departmental review and approval.
- 2. Submit the application to the Chief Executive Officer for approval.
- 3. Following approval by the Chief Executive Officer, the grant application shall be submitted to the Research & Sponsored Programs Office for institutional approval, with a copy to department manager and the Business Office for their records.
- 4. Following approval by the Research and Sponsored Programs Office the application shall be submitted to the appropriate agency in accordance with UT institutional policy 3364-70-0022.

Policies Superseded by This Policy: • 7-50-08 Hospital Department Grant Application
Initial effective date: December 3, 1980
Review/revision date:
August 4, 1981
June 25, 1984
September 24, 1984
April 15, 1986
June 26, 1987
June 26, 1988
August 18,1989
October 10, 1991
October 4, 1993
August 16, 1996
August 12, 1998
August 20, 2001
February 28, 2005
May 28, 2008
June 21, 2011
June 1, 2014
June 1, 2017
May 1, 2020
Next review date: