

Name of Policy: Hospital Department Grant Application Process Policy Number: 3364-100-50-08 Approving Officer: Chief Executive Officer Chief of Staff Responsible Agent: Chief Executive Officer Scope: The University of Toledo Medical Center		 Effective date: Original effective date: December 3, 1980	
Key words: Grant, Contract, Proposal, Research and Sponsored Programs, Approval			
☐	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 ~~Proceduresprocedures~~.

(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~~.

