Name of Policy:	**Hospital Department Grant Application Process**	THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Policy Number:	3364-100-50-08	
Department:	Hospital Administration	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Chief Executive Officer - UTMC	**Effective Date:** 6/1/2020
Scope:	The University of Toledo Medical Center	Initial Effective Date: 12/3/1980

_____	New policy proposal	**X**	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 - UTMC and the Research and Sponsored Programs office prior to submission to the sponsoring agency. Such proposals must also comply with UT institutional policy #3364-70-00.

(B) Purpose of Policy

To coordinate services and maintain an appropriate record of 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 or Procedures.

(C) Procedure

1. Obtain necessary departmental review and approval.

2. Submit the application to the Chief Executive Officer - UTMC for approval.

3. Following approval by the Chief Executive Officer - UTMC, 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 3364-70-00.

Approved by:

/s/ 05/22/2020
Richard P. Swaine, CPA — Date
Chief Executive Officer - UTMC

Review/Revision Completed By:
HAS
Grants Department

Review/Revision Date:

8/4/81	8/12/98
6/25/84	8/20/01
9/24/84	2/28/05
4/15/86	5/28/2008
6/26/87	6/21/2011
6/26/88	6/1/2014
8/18/89	6/1/2017
10/10/91	5/1/2020
10/4/93	
8/16/96	

Next Review Date: 5/1/2023

Policies Superseded by This Policy: 7-50-08 - Hospital Department Grant Application