

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Sponsored Project Submission Process		RSP.020.05
Effective Date	4.1.2021	
Last Revision/Review	1.5.2026	

1. Purpose

This document outlines the standardized procedures that Principal Investigators (PIs) must follow when preparing and submitting grant applications. Its aim is to ensure consistency, compliance with institutional and funding agency requirements, and to facilitate a smooth and efficient submission process

2. Related Policy/Authority

Policy B8110 Sponsored Project Proposal Development and Submission
Policy B8120 Sponsored Project Award Acceptance
Policy B3050 Federal Funds Compliance
Policy B3070 Cost Principles for Federal Awards

3. Faculty/Staff Responsibilities

Principal Investigator (PI)
Office of Research and Sponsored Programs (ORSP)
Finance
Office of the Dean

4. Definitions/Abbreviations

Institutional Review Board (IRB) - committee that reviews and approves research involving human participants. Its role is to make sure the research is ethical and protects people's rights, safety, and well-being. The IRB checks research plans, consent forms, and possible risks, and has the power to approve, require changes, or reject studies based on ethical rules and federal laws.

Institutional Biosafety Committee (IBC) - committee that reviews and approves research involving potentially hazardous biological materials like recombinant DNA, pathogens, and other biohazards. It ensures the research follows safety rules and protects people and the environment by checking risks, lab safety, researcher qualifications, and training.

Just-in-Time - request for additional information from a potential grantee when a grant application is being seriously considered for funding from the sponsor.

Principal Investigator (PI) - The person who has the authority and responsibility to direct a research project or clinical trial that is funded. The PI is responsible for the intellectual and logistical direction of the project.

Project Management Team (PMT)- representatives of the following four functions: Principal Investigator (PI), Compliance Specialist (ORSP), Director of Administration (ORSP) and Financial Control (Finance Office).

Subaward - A type of funding given by one organization (the pass-through entity) to another (the subrecipient) to help carry out part of a larger grant. It's not the same as paying a contractor or someone receiving federal program benefits. A subaward can be made through various legal agreements, including contracts, and may include consortium arrangements.

Sponsor or Funding Sponsor - An organization—such as a government agency, university, or private company—that gives funding to Burrell College through a grant, contract, or similar agreement to support specific projects or activities

Sponsored Project Award - A grant, contract, or similar agreement in which a sponsor gives money or property to Burrell College of Osteopathic Medicine. The purpose is to support a specific project or activity, or to provide a direct benefit to the sponsor.

5. Procedural Steps

5.1 Burrell College recognizes that submission requirements vary by sponsor. Below are the Principal Investigator's (PI) responsibilities when preparing and submitting sponsored program or grant applications:

1. PI Notification:

The Principal Investigator (PI) must inform ORSP of their plan to apply for a research grant or contract by submitting the Notification of Intent to Apply for Extramural Funding form, available on the Burrell Research Grants website.

2. Intent Review:

The Project Management Team (PMT) will review the submitted Intent to decide whether to move forward with developing and submitting the grant. This decision is based on Burrell policies and sponsor requirements, considering factors such as alignment with the College mission, project location, research infrastructure, PI expertise, and availability of key personnel. The outcome will be communicated to the proposed PI via grants@burrell.edu, typically within five business days.

Any proposal submitted for external funding to any agency or organization—whether private or public—**must** receive PMT approval prior to application submission.

3. Proposal Preparation:

The PI is responsible for preparing the proposal according to the sponsor's Request for Proposals (RFP), with support from the Project Management Team (PMT).

4. Research Compliance:

If the proposed grant application includes any of the following research components, the PI must take appropriate steps to ensure compliance with Burrell College policies and regulatory requirements.

- **Human Subjects**
Submit IRB protocols and obtain approval before proposal submission. If the sponsor allows Just-in-Time approval, notify the IRB, an IRB Chair letter may be required.
- **Biohazardous Agents & Recombinant DNA:**
Contact the IBC if the research involves biohazards. If Just-in-Time approval is allowed, notify the IBC. Note: Some agents may be prohibited at Burrell facilities, which may prevent submission.
- **Radioactive Materials:**
Use of radioactive materials is not permitted on campus. Collaborative research involving these materials must be coordinated with ORSP in advance and may require additional approvals.
- **Experimental Animals:**
Burrell laboratory is not equipped for animal research. Collaborations with other institutions must be arranged in advance with ORSP. Live animals are not allowed on campus.

5. Intellectual Property:

If the project may result in inventions or intellectual property, the PI must review the College's Intellectual Property Policy. Additional disclosures or approvals may be required at submission. ORSP understands that some discoveries may arise unexpectedly and typically do not require disclosure at the proposal stage.

6. Conflict of Interests

PIs and key personnel must complete an annual Conflict of Interest Disclosure and update it as needed. Any conflicts related to the proposed project must be reported to ORSP before submission.

5.2 Proposal Submission

PI Responsibility:

The PI must complete and submit the Proposal Transmittal Form, which is attached to the email confirming approval of the Intent to Submit. This form along with the complete application package, must be submitted to ORSP at grants@burrell.edu, at least five (5) business days before the sponsor's proposal deadline.

Review and Approval:

Once received, the complete application will be reviewed and approved for submission by the appropriate College offices. If any questions or issues arise with the transmittal form or application package, they will be sent back to the PI for clarification and completion before final approval.

Final Proposal Submission:

Submission of the final proposal must follow the sponsor's requirements and may occur in one Of two ways:

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1. Burrell Submission: Some sponsors require proposals to be submitted directly by the Institution. In these cases, ORSP will coordinate with the College authorized official and will manage the submission process.

2. PI Submission: For sponsors that require direct submission by the PI, this can only occur after receiving ORSP approval to submit. The PI must then:
 - a. Submit the proposal to the sponsor as instructed
 - b. Forward confirmation of submission from the sponsor agency to grants@burrell.edu

5.3 Post-Submission Notifications

1. The PI must notify ORSP at grants@burrell.edu of the outcome of the grant review, regardless of the result.
 - a. If proposal is not approved or not funded:
 - The PI must email ORSP with the decision letter or correspondence attached.
 - ORSP will communicate the outcome internally as needed.
 - b. If proposal is approved and funded:
 - The PI must email ORSP with the decision letter or correspondence and the approved budget.
 - The Project Management Team (PMT) will then initiate account setup and begin managing the funded project.

6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

Proposal Transmittal Form

7. Maintenance

ORSP will review the policy annually

8. Signature

Signature on File

Assistant Dean for Research

1/5/2026

Date

9. Distribution List

Internal/External

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10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
	5	Updated Links		12.6.2021
5.31.2024	All	Updated titles and grammar/style changes		6.5.2024
06.24.2024	All	Procedure updates		6.25.2024
03/27/2025	All	Updated titles and grammar		3/27/2025
1/5/2026	All	Updated to include updated forms and procedures now with a Director of ORSP Administration		2/13/2026