

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Scholarly Activity
TOPIC: Sponsored Project Proposal Development and Submission

Policy: B8110
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Approved: Signature on File

POLICY:

The College will implement appropriate procedures to ensure that an assessment of whether any potential external funding opportunity strategically aligns with the College's mission and vision, and that all sponsor compliance requirements can be met before College faculty and staff are authorized to pursue external funding through the development of the full proposal. All proposals will be submitted for multi-level College review and approval in accordance with established procedures prior to submission to the sponsor.

RESPONSIBLE OFFICIAL(S):

Principal Investigator/Program Director [PI]), Office of Research and Sponsored Programs (ORSP), Finance Office, Office of Institutional Effectiveness

PROCEDURE:

Funding opportunities may be identified through various sources by any member of the Burrell community. Individuals wishing to pursue funding in the role of PI shall complete the "Notification of Intent to Apply for Extramural Funding" form in accordance with SOP *RSP020: Sponsored Project Submission Process*. The ORSP will coordinate the intent to apply and the subsequent proposal review process.

The Notification of Intent to Apply for Extramural Funding will be reviewed by the Project Management Team as identified in Policy B3050 Federal Funds Compliance and other College representatives as assigned by ORSP and evaluated using the Funding Opportunity Decision-Making Rubric that assesses whether the proposed funding opportunity is aligned with the College mission, strategic goals, and resources, and whether the sponsor requirements can be met. Once approved through this process, the PI will be authorized to prepare the proposal in accordance with SOP *RSP020: Sponsored Project Submission Process*.

The **Project Management Team** is made up of representatives of the following three functions:

- Program (Principal Investigator/Program Director [PI]),
- Compliance (Office of Research and Sponsored Programs [ORSP]), and
- Financial Control (Finance Office).

Once the grant application is fully prepared, the PI should submit the proposal for review and approval by the ORSP using the Proposal Transmittal Form.

CROSS REFERENCES:

Policy B3050: Federal Funds Compliance
Standard Operating Procedure: RSP020: Sponsored Project Submission Process
Notification of Intent to Apply for Extramural Funding Form
Funding Opportunity Decision-Making Matrix Form
Proposal Transmittal Form