

Category	Departmental Checklist for Grant Pre Awards
1. Project Idea	<p>Discuss program idea with OU-COM Office of Research &amp; Grants (<a href="#">ORG</a>):</p> <ul style="list-style-type: none"> <li>• Program Grants – Chris Knisely</li> <li>• Research Grants – R. V. Balaji</li> <li>• Research Design Methodology and Statistical Support – Victor Heh</li> <li>• Contractual Agreements – Chris Knisely</li> </ul>
2. Identify Possible Funding Sources	<p>Funding sources should be identified 6-12 months before the project begins. Funding search resources include but not limited to:</p> <ul style="list-style-type: none"> <li>• Basic science research and clinical research – R. V. Balaji</li> <li>• Program grants – Chris Knisely</li> <li>• <a href="#">ORSP</a> Grants Information Manager – Susan Loughridge</li> <li>• Sponsored Programs Information Network (<a href="#">SPIN</a>)</li> <li>• <a href="#">The Grant Advisor Plus</a></li> <li>• If the <i>Osteopathic Heritage Foundation</i> or the <i>Brentwood Foundation</i> are being considered for funding, the PI is to contact the Office of Research &amp; Grants. The Office of Research &amp; Grants then checks with the Dean for approval to proceed with any application to these foundations. (<a href="#">OU-COM Policy 7.04</a>)</li> </ul>
3. Compliance Issues	<p>Consult with Environmental Health &amp; Safety (<a href="#">EHS</a>) and <a href="#">Research Compliance staff</a> in the following areas as appropriate:</p> <ul style="list-style-type: none"> <li>• EHS approvals, including the Institutional Biosafety Committee (<a href="#">IBC</a>) and Radiation Safety Committee (<a href="#">RSC</a>)</li> <li>• Human subjects approval – Institutional Review Board (<a href="#">IRB</a>) (Complete Form – <a href="#">OU-COM Policy 7.08</a>)</li> <li>• Animal subjects approval – Institutional Animal Care &amp; Use Committee (<a href="#">IACUC</a>) (Complete Form – <a href="#">OU-COM Policy 7.08</a>)</li> </ul> <p>Ensure compliance in the following areas:</p> <ul style="list-style-type: none"> <li>• <a href="#">Conflict of Interest</a></li> <li>• Laboratory Animal Resources (<a href="#">LAR</a>)</li> <li>• Responsible Conduct of Research</li> <li>• Contact the <a href="#">Tech Transfer Office</a> for questions related to intellectual property and patents</li> </ul>
4. Develop Proposal, Budget, & Resource Needs	<p>Proposal, budget, and resource needs should be identified and developed at least 2 months before proposal submission.</p> <ul style="list-style-type: none"> <li>• Consult with <a href="#">ORSP</a> staff (Judi Rioch) for assistance with the budgeting process, certification pages, and the signature process.</li> <li>• Consult <a href="#">ORG</a> staff (Jessica Wingett) regarding budget templates.</li> <li>• Consult with department chair concerning release time, space and other project resources.</li> <li>• Ensure all department chairs have reviewed and approved time commitments of all key personnel (both direct cost and cost share).</li> <li>• Department chair will communicate proposal and impact to the Dean. Any additional financial commitments must be clearly communicated.</li> </ul>
5. Proposal Submission	<p>The proposal should be routed for University endorsement 2 weeks before the proposal deadline. Process:</p> <ul style="list-style-type: none"> <li>• Transmittal form must have a final draft of the budget and project abstract attached to be processed.</li> <li>• Signatures required: Principal Investigator and other key personnel as appropriate OU-COM Department Chair or Head of Principal Investigator OU-COM Department Chair or Head of all other key personnel OU Deans of all key project personnel and sources of all cost sharing listed in the proposal OU Institute Center Director (if appropriate) OU-COM Associate Dean for Research and Grants OU-COM Chief Financial Officer OU Office of Research and Sponsored Programs (ORSP) Assistant Vice President of Research</li> </ul>
6. Proposal Submitted to Funding Agency	<p>The Principal Investigator is responsible to ensure the submission of the proposal to the funding agency.</p>
7. Funding Decision	<p>The PI is responsible to notify OU-COM (OU-COM Office of Research &amp; Grants (<a href="#">ORG</a>) and OU-COM Office of Administrative &amp; Financial Services (<a href="#">AFS</a>) and <a href="#">ORSP</a> with any notifications from funding agency.</p>
8. Proposal Not Funded	<p>The PI should obtain reviewers comments, revise, and resubmit proposal and/or consider submission to another funding agency. Contact <a href="#">ORG</a> for additional assistance with this process.</p>
9. Proposal Funded	<p>The PI should work with <a href="#">ORSP</a> to establish a grant account and finalize budget.</p> <ul style="list-style-type: none"> <li>• Contact Grant and Contract Managers in <a href="#">ORSP</a>: Patti Leib to confirm budget Jenny Whan regarding assignment of account numbers. She will distribute the award into budget categories (natural account codes) and distribution of indirect costs.</li> <li>• Jenny Whan sets up subcontracts and service provider agreements</li> </ul>
10. Pre-Spending of Award	<p>OU-COM department can initiate a Departmental Guarantee Pre-Award form for pre-spending of an award that is approved for funding. This “permits establishment of a restricted funds account prior to receipt of formal notification of an award.” See ORSP web site: <a href="http://www.research.ohiou.edu/orsp/index.php?section=253&amp;page=311">http://www.research.ohiou.edu/orsp/index.php?section=253&amp;page=311</a></p>
11. Departmental Contact	<p>Confirm departmental contact person who will assist the PI with the management of the grant.</p>
12. Additional Questions	<p>If you have any questions please contact Jessica Wingett.</p>