Overview of the Proposal Submission Process, Award Negotiation, Award Approval, and Set-Up

Assessment 5 will cover materials in Module 5.00 of the tutorial including information in referenced guides. Definitions and acronyms referred to in this module and found in the definition or acronym list provided as part of this tutorial (see Module 1.00) may be included in the assessment. The assessment will not cover information found in external web sites.

Matching

Matching Question: If… then contact…

Human subjects will be used  COMIRB
Animal subjects will be used  IACUC
No facilities are available  Office of Institutional Planning
Radioactive materials will be used  Radiation Safety Office
Biohazards will be used  Health and Safety Division

Correct Response

If human subjects will be used see COMIRB. If animal subjects will be used see IACUC. If no facilities are available see the Office of Institutional Planning. If radioactive materials will be used see the Radiation Safety Office. If biohazards will be used see the Health and Safety Division.

True / False

If adequate space is not available at UC D|AMC, working within your Department is the only available option left to obtain space for a proposed project. (False)

Correct Response

If no facilities are available for the project or program, the Planning Office must be consulted for additional space or new space.

True / False

A conflict of interest must be disclosed when requesting institutional endorsement of a new proposal from G&C. (True)

Correct Response

G&C requires disclosure of financial interests for each new proposal received. Faculty are to keep their chair and dean or supervisors fully apprised of situations that are or could be potentially perceived as being conflict of interest.

Matching

Who is responsible, Grants and Contracts or the PI?

Final review and approval of proposals  G&C
Providing institutional approval on grant applications and/or contract proposals  G&C
Obtaining all signatures in the grant application or contract proposal that are required  PI
Preparing a grant application  PI
Reviewing and negotiating contract proposal terms and conditions  G&C

Correct Response

G&C is responsible for final review and approval of proposals, providing institutional approval on grant applications and/or contract proposals, and reviewing and negotiating contract proposal terms and conditions. The PI is responsible for obtaining all signatures in the grant application or contract proposal that are required and preparing a grant application.
True / False
Proposals that deal with new money (monies not already awarded to UCD|AMC) coming into the institution need to be “routed”. (True)
Correct Response Route new proposals and continuing proposals that deal with new monies (i.e. monies that have not already been awarded to UCD|AMC).

True / False
There are times when G&C will need to approve documents showing the institutions approval, but such document do not need to be “routed”. (True)
Correct Response There are actions related to proposals and awards that need G&C approval but do not require routing, such as requests for time extensions.

True / False
The signature of the PI on the routing form is procedural (i.e. it does not really mean anything). (False)
Correct Response The routing process, including the signature of the PI, provides UCD|AMC with a number of assurances and certifications from the PI.

True / False
A PI's private business could be considered a conflict of interest. (True)
Correct Response According to the CU Administrative Policy Statement, Conflict of Interest Policy, revised January 28, 1992, “A conflict of commitment arises when professional service or research contracted outside the University, consultations, or other outside activities (e.g., outside teaching or business) interfere with the paramount obligations to students, colleagues, and the primary missions of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial remuneration or other inducements, and in such cases may also constitute conflicts of interest.”

Multiple Choice
Proposal documents do not need to be “routed” when:

The proposal document have already been routed
The proposal document is a request or authorization to extend the term of the award
The proposal document is a request for the carry forward of monies previously awarded
All of the above
None of the above

Correct Response Route new proposals and continuing proposals that deal with new monies (i.e. monies that have not already been awarded to UCD|AMC). Any new or additional award monies require the completion of Approval of Application for Grant or Contract (Routing Form).