THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

**OFFICE OF SPONSORED PROGRAMS**

# QUICK REFERENCE GUIDE

# Routing and Approval Procedures for Grant and Contract Proposals

* The PI is responsible for ensuring that all steps in the approval proc­ess, which apply to their proposal, are completed in a timely manner. The PI is also responsible for following the approved cost sharing procedure revised April 11, 2000 (see attached), if applicable to their proposal.
* Research Administration is to be notified as soon as possible of a PI’s in­tent to submit a proposal. At that time the Office of Sponsored Programs will assign a proposal number and a staff person to assist the PI. The proposal and all supporting budget information, including approved cost sharing infor­mation, should be submitted to the Office of Sponsored Programs no later than **forty-eight hours** prior to the date of submission to the funding agency. This timing is critical to allow the VP for Research to review the content of all proposals.
* The PI completes and signs the certifications section of the pro­posal’s Inter­nal Coordination Sheet. If co-investigators are named, they also should sign.
* If the PI’s home labor area is a department of a college, the chair re­views and signs. The dean also reviews and signs.
* If the PI’s home labor area is a research center, the center director re­views and signs.
* If the PI is a dean, the Provost / Vice President for Academic Affairs re­views and signs as “supervisory” approval.
* If the PI is a center director, the Vice President for Research re­views and signs as “supervisory” approval.
* If a college or center other than the PI’s home labor unit is fiscally re­sponsi­ble for the project, the dean or center director of that unit must sign, as well as the dean or director of the home labor unit.
* If a proposal involves new courses or degrees, the Provost must ap­prove.
* All sources of cost sharing must sign indicating approval of cash or in-kind cost sharing commitments, and concurrence with the UAH cost sharing policy:
  + If a cost sharing commitment is made by an academic unit, the Provost / Vice President for Academic Affairs must endorse and sign.
  + If a cost sharing commitment made is in a research center, the Vice President for Research must endorse and sign.
* Any proposal committing university resources, including any reduc­tion of all or part of F & A that we could normally charge, must be re­viewed and approved by the Vice President for Research prior to submission to the funding agency.