

**University of North Florida
Office of Research and Sponsored Programs**

PROCEDURES FOR PRIOR APPROVAL AND ACCEPTANCE OF AWARDS FOR CONTRACTS & GRANTS

Proposal completed by PI/PD in consultation with college/unit administrators and ORSP.
Personnel assignments, financial commitments, and resource commitments are negotiated at this time.
The proposal process should be started as soon as the PI/PD decides to go forward with a proposal submission.

Prior approval and clearance completed utilizing the Signature Routing Form prepared by ORSP.
If an award is received without a proposal having been institutionally endorsed, then an Internal Proposal must be completed prior to the award being accepted.

Required approvals:
For proposals/contracts originated in Academic AffairsPI*/Chair*/Dean* and ORSP Director/AVPR
For proposals/contracts originated in Student AffairsPD*/Immediate Supervisor*/
Administrative Affairs or University RelationsAppropriate VP* and ORSP Director/AVPR

Special Approvals:
For proposals/contracts requesting more than \$250,000Vice President for Research [requires 24 hours for review]
For proposals/contracts requesting more than \$500,000Provost and Vice President for Academic Affairs [requires 24 hours for review]
For proposals/contracts requesting more than \$1,000,000President [requires 24 hours for review]
For proposals which require cash or in-kind resource commitment from a unit of the university other than the unit originating the applicationAppropriate unit administrator*

*PI/PD is responsible for securing these approvals

ORSP submits proposal to sponsor. ORSP requests the proposal be completed at least one week prior to the deadline.

Notification of award received in ORSP. The terms and conditions of the award are reviewed by ORSP in consultation with PI, Chair, Dean, VP and Legal Counsel as appropriate. The PI/PD must read and agree to the award terms prior to ORSP accepting the award.

- Reviewed for:
- Consistency with internal approvals of the statement of work, budget, personnel assignments and commitments of university resources
 - Compliance with State of Florida’s indemnification, liability, and other statutory requirements
 - Compliance with state and federal restrictions applicable to public, postsecondary institutions
 - Congruency of reimbursement restrictions of funding source with cash flow limitations of the Sponsored Research Trust Fund
 - Protection of PI/institutional publication, copyright, and patent rights
 - Other special conditions of award

ORSP accepts award and transmits Notification of Account Number and copy of award documents to PI/PD

KEY:
PI/PD – Principal Investigator/Project Director
ORSP – Office of Research and Sponsored Programs
AVPR – Assistant Vice President for Research