PROCEDURE FOR APPROVAL OF PROPOSALS AND AWARDS FOR RESEARCH AND OTHER SPONSORED PROJECTS

PROPOSAL SUBMISSION

Proposal Review

ORSP functions as a central clearinghouse for all outgoing proposals and all incoming grants and contracts. Only those proposals conforming to the University's role and scope and which promote teaching, research, and public service of the highest caliber are transmitted to prospective granting agencies and organizations. Further, University research must be conducted only for purposes that are consistent with the University's principal missions of preservation, pursuit, dissemination, and application of knowledge.

Approvals

All proposals submitted to external agencies involving sponsored programs and training activities must be reviewed by ORSP and approved by the Director of ORSP before they are submitted to the funding agency. The President has delegated his authority under Florida Statutes 1004.22 to negotiate, enter into, and execute research contracts; to solicit and accept research grants and donations to the Director of ORSP.

Collaborations and Cooperative Applications
The University encourages faculty and staff to collaborate with their colleagues at other institutions. The requirements that apply to internal review of proposals submitted solely by the University also apply to collaborative activities. Internal review is also required when the University is a proposed subcontractor or participant on a proposal submitted through another institution.

Internal Approval Process

Before a proposal may be submitted or a contract executed, a Request for Proposal Approval and Submission or Contract/Award Acceptance Internal Routing Form must be completed and routed for signature. The Principal Investigator (PI) assumes primary responsibility for its completion. Required approvals, indicated by signature and secured in sequence, must be denoted on the form before certification and submission of the proposal by ORSP. This form outlines personnel assignments, resource commitments, as well as regulatory compliance and other issues related to the proposal.

Investigators interested in pursuing external funding for a particular project should begin the internal approval process as soon as possible to allow adequate time for review by all individuals involved. Prior to initiation of the internal routing form, all proposals must be reviewed by the Assistant Director for Pre-Award Services in ORSP who has the responsibility of reviewing proposals for compliance with University and agency guidelines.

Compliance Certifications

In addition to its function as the documentation of university approval of a proposal, the [Request for Proposal Approval and Submission or Contract/Award Acceptance Internal Routing Form](#) also documents certification of proposal compliance with various regulations. By signing this document, the PI(s), Chairpersons, Deans, and other administrators certify that the proposal is in compliance with the following internal and external guidelines listed on the document which may include but are not limited to (1) conflict of interest, (2) protection of human subjects/IRB review, (3) animal care and use/IACUC review, (4) biosafety, and
(5) radiation safety.

Space Requirements

The [Request for Proposal Approval and Submission or Contract/Award Acceptance Internal Routing Form](#) certifies that adequate space is available for the project prior should it be awarded.

AWARD NEGOTIATION

Negotiations and Execution of Sponsored Research and Training Contracts and Grants

ORSP negotiates the terms and conditions of applicable grants and contracts with granting agencies and organizations. Negotiations of sponsored contracts and grants may be conducted between the agency and ORSP staff and the PI at the University. The Director of ORSP is ultimately responsible for university negotiations in all matters affecting the substance of the project to be conducted and associated fiscal matters with the approval of the PI who, in turn, must have departmental and college concurrence.

Legal Aspects of Contracts and Grants

All potential proposed contracts and grants are examined for appropriateness and legal compliance prior to their execution. Any prospective contract or grant that would unduly obligate the University in any way or which has questionable aspects will be referred to the University Legal Counsel for review, revision, approval, or further referral if necessary.

Grant Acceptance

The President "is authorized to negotiate, enter into, and execute research contracts; to solicit
And accept research grants and donations([Florida Statutes 1004.22](#)). The President has [delegated](#) this authority to the Director of ORSP.

AWARD PROCESSING

Notification of Award

ORSP has the responsibility of reviewing award documents and conditions of award. ORSP staff make recommendations for acceptance to the Director, secure appropriate additional acceptance signatures if required, set up meetings with the PI and their chair and/or dean if it is deemed advisable, and notify other appropriate ORSP staff that the award has been received so that files might be created, a new account established, and other tasks necessary to implement a new award can be completed.

Award Notification Packet

When an award is received by the University, the award letter must be forwarded to ORSP for processing. ORSP reviews the award conditions and establishes an account for the project in the University's accounting system. *[Further information about account establishment is discussed in the following section, Account Establishment.]* When the account has been established, ORSP forwards an Award Notification Packet to the PI. An award notification packet, at a minimum, includes: an announcement of the grant award to campus officials (including News and Publications); a Notification of Account Number form; and special instructions applicable to individual awards (such as cost sharing instructions) if necessary.

(This is an excerpt from the *ORSP Procedure Manual* which may be found on our web site at http://www.unf.edu/dept/research/procedures.html#_Toc100032044)