

## **Policy Title: Proposal Review and Approval Process: Extramural Grants**

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This policy establishes a review and approval process for proposals submitted for extramural funding by School of Nursing faculty, students and staff. This includes projects with a detailed statement of work supported by both a project schedule and a line-item budget to support research, training and educational activities, travel, scholarship, services and conferences.

### **Research Projects**

1. A faculty member planning a research project meets with the Associate Dean for Research and the appropriate department chairperson to discuss the proposed research for scientific direction, potential collaborations, and appropriate award mechanisms for application.
2. Students and staff planning a research project should meet with their advisor/mentor or supervisor, as appropriate, to discuss the proposed research for scientific direction and appropriate award mechanisms for application.
3. The pre-award services in the Center for Nursing Research (CNR) are available after the research plan and funding mechanism have been determined. The pre-award staff will review the guidelines, prepare a timeline, and assist the Principal Investigator (PI) in preparation of the budget, budget justification, biosketches, letters of support from collaborators and agencies, and required institutional forms; the CNR staff also acts as liaison with subcontracting agencies as appropriate.
4. **All proposals for funding must be submitted through the CNR.** Faculty, students and staff competing for award mechanisms with  $\geq$  \$100,000 annual direct costs submit their entire research application for mock peer review. Mock peer reviews are scheduled as needed for scientific merit review. Faculty, students and staff competing for award mechanisms with  $<$ \$100,000 annual direct costs are not required to have a mock peer review. The CNR submits the application through the institution for approval after the PI and required signatories on the institutional review and approval form have approved the submission. (Please refer to page 4 of this policy for timeline for proposals)
5. The Associate Dean for Research is responsible for reviewing all research proposals being submitted for extramural funding for scientific merit

### **Training and Service Projects**

1. Faculty, students or staff submitting a training or service project proposal for extramural funding obtain approval for the project by the appropriate associate dean (e.g., academic affairs, practice, community affairs). The Project Director (PD) is responsible for development of the proposal, identification of funding source, and identification of all collaborators. The PD also is responsible for obtaining agency guidelines and forms as appropriate and providing access to that information to the CNR.

## **Policy Title: Proposal Review and Approval Process: Extramural Grants**

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2. The pre-award staff in the CNR assists the PD in preparation of the budget, budget justification, biosketches and required institutional forms necessary for submission. The pre-award staff assists in obtaining letters of support from collaborators and acts as liaison with subcontracting agencies as appropriate. The CNR submits the application through the institution after the required review and approval signatories have approved the submission

### **General Institutional Agencies**

The Office of Sponsored Projects (OSP) handles all applications for standing grant programs from government and private sources, and all contractual relationships, including all clinical studies. The Development Office handles all proposals for gifts or grants from individuals, corporate general headquarters, or foundations with non-standing grant programs. If a proposal is for equipment, scholarships, capital improvements, or endowments, formal approval and prioritization must first be obtained by completing the Development Office's project funding request form.

### **Institutional Review Board (IRB) APPROVAL – Post Award**

#### **Human Subjects**

All applications, continuations, and change requests must be submitted to the Committee for the Protection of Human Subjects (CPHS) via the electronic system (e.g., iRIS). Depending on the funding mechanism, IRB approval is considered just-in-time information. Investigators should wait until proposals have received a fundable score to submit their CPHS applications. If a funding agency requires IRB approval prior to submission of an application, investigators must allow at least one month on their proposal submission timeline.

The CPHS approval process is as follows:

<http://www.uth.tmc.edu/orsc/forms/SignoffRouting.pdf>

**General proposals submitted by faculty** - Approval via electronic signature of all identified co-investigators and the Department Chair of the principal investigator (PI) is required.

**General proposals submitted by students** - Approval via electronic signature of all identified co-investigators and the student's faculty mentor/advisor (typically thesis or dissertation chair) is required.

**General proposals submitted by deans or department chairs** - Approval via electronic signature of all identified co-investigators and the Associate Dean for Research is required.

## **Policy Title: Proposal Review and Approval Process: Extramural Grants**

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**Research proposals submitted by faculty, students or staff for funded projects** - Approval via electronic signature of all identified co-investigators, the Department Chair of the PI/student advisor/staff supervisor and the Associate Dean for Research is required.

All proposals that involve subjects under the age of 18 years must have a pediatrician assess the risk of the project. A School of Nursing faculty member serves as “pediatrician” for School proposals (Check with the CNR for School faculty member(s) approved to do pediatric risk assessment.).

Researchers who are not UT faculty, students or staff are required to obtain guest accounts to gain access to the system. Information about the process for obtaining a guest account can be found at: <http://www.uth.tmc.edu/orsc/iris/guestaccount.html>. It is the PI's responsibility to ensure guest accounts are obtained by all external key personnel. It is also the PI's responsibility to identify all study contacts that need to be included on communications between CPHS and the PI.

The CPHS office staff should be contacted for assistance with the centralized, electronic IRB system

### **Animal Subjects**

Protocols involving animals must be approved through the Animal Welfare Committee (AWC). The Animal Protocol Application Form (APAF) is required for approval of all initial research proposals, renewals, and pilot studies, regardless of funding source. A separate form must be completed for each species used in research. The APAF and instructions for submission can be found at <http://www.uthouston.edu/animal-research/resources.htm>.

All APAFs are required to be reviewed and approved by the Department Chair of the PI. If the PI is the Department Chair, then the Associate Dean for Research will be responsible for review and approval of the protocol.

APAFs for extramurally funded projects should provide a copy of the APAF and approval letter from the AWC to the Administrative Director in the CNR for agency reporting purposes.

### **Deceased Human Bodies and Anatomical Specimens**

The Associate Dean for Research is the appointed Program Director of the SON Institutional Anatomical Oversight Review Committee (IAORC). The Committee is charged with establishing guidelines and defining accountability for all matters related to the use of deceased human bodies (cadavers) and human anatomical specimens. As Program Director, the Associate Dean for Research will provide and/or coordinate any and all assistance to SON faculty, staff and students in this regard - whether the use is for educational, research or other purposes. (See *HOOP 23.13 for complete institutional policies and procedures.*)

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S2570:Proposal Review and Approval Process

## SON Grant Proposal Process

