Policies of the University of North Texas Health Science Center	Chapter 13 – Grants Management
13.119 Submission of Proposals for External Funding	

Policy Statement.

This policy is intended to serve as a guide for faculty members submitting proposals to external sources for research funding. This policy applies to all research proposals for work to be carried out in the Health Science Center academic departments, laboratories, administrative units and clinics. In addition, the terms of this policy also apply to proposals that commit Health Science Center resources for projects to be performed off-campus, including affiliated institutions.

The Office of Grant and Contract Management (OGCM) is the central administrative office responsible for submitting proposals and accepting awards on behalf of the Health Science Center. All proposals for sponsored projects must be submitted through the OGCM. The Vice President for Research can grant various levels of signature authority on proposals and/or accept awards, as appropriate. Sponsored project proposals must be submitted and awards accepted only by individuals authorized to sign the necessary documents. Questions in this regard may be directed to OGCM staff. Adequate lead-time is needed for assuring compliance to sponsors requirements.

Proposals which involve any exception to Health Science Center policy, e.g., requests for PI exceptions or Facilities and Administrative (F&A), i.e., indirect cost waivers, are subject to the approval of the appropriate Dean, and the Vice President for Research. Such approvals should be sought as soon as practical, and must be received prior to submission of the proposal to OGCM.

Application of Policy.

Institution wide

Definitions.

Procedures and Responsibilities.

For submission of a proposal the following procedures must be completed.

Procedure / Duty	Responsible Party
1. The Principal Investigator should prepare the External Proposal Transmittal Form and attach it to a copy of the proposal to be submitted. All pertinent information should be filled in or checked. It should be signed by the PI and the Department Chair/Institute Director	PI

2.	OGCM will review the budget for allowability, according to the agency guidelines, and will check format and the accuracy of information as well as compliance with other agency guidelines	OGCM
3.	OGCM will obtain the appropriate signatures and notify the PI or his/her designee that the document is ready to be picked up from the OGCM or ready for submission.	OGCM and PI
4.	The appropriate authority in OGCM signs the transmittal sheet and cover page of most applications as the authorized institutional official to receive grants. The application is then assigned a UNTHSC proposal number that corresponds with the grant database.	OGCM
5.	A copy of the complete proposal as submitted to the funding agency must be forwarded to the OGCM within five days of submittal to an outside agency	PI

References and Cross-references.

Forms and Tools. (optional)

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