Department of Pediatrics Policy Regarding
Sponsored Project Proposals and the Use of
Research Support Services (RSS) Staff Resources

Rationale for the policy

The Department is committed to providing excellent administrative support to investigators who are submitting proposals for sponsored projects and to maximizing the number of proposals that can be submitted for each granting cycle. The Department believes these dual goals can be achieved best by putting in place the following rules to govern the proposal preparation process.

1. All submissions
   - Investigators (or assistants) must fully complete the brief “Pediatrics Intent to Submit” on-line form at least eight weeks prior to the agency deadline. This will prompt RSS staff to contact the PI and begin work on the proposal.
   - Requests submitted with fewer than eight weeks remaining before the agency deadline must obtain Department Head approval before work on the proposal will begin by RSS staff.

2. First-time submissions
   - Investigators who have not yet been awarded (as PI) a federal or national-level grant require pre-approval from the Department Head to apply as PI of a training grant, center or program-project type grant.
   - If the first submission of a federal or national-level grant proposal by an Assistant Professor is unfunded, pre-approval from the Department Head will be required before RSS commits resources to a resubmission. It is expected that prior to requesting this approval the faculty member will have discussed the review with her/his mentors and a plan to address the reviewer critiques.

3. Deadlines
   - Typically, three interim deadlines and one final deadline, determined by the Department (not by the Sponsor or SPA), are established for each proposal. If a deadline is missed by an investigator, RSS staff will stop working on the proposal. Repeated withdrawals (e.g. 2 withdrawals over two years) from the submission process after RSS work has begun (i.e. during the eight weeks prior to sponsor deadline) may become a reason to not commit RSS resources for future submissions.
   - New training grants or other complex proposals such as center and program-project proposals must be started at least 6 months before the submission date. Resubmission or renewal training grants or other complex proposals such as center and program project proposals must be started at least 4 months before the submission date.

4. Prior approval by the Department Head is required in the following situations (in addition to those noted above):
   - when asking SPA to extend a deadline.
   - when more than two proposals for external funding will be submitted by a Principal Investigator within a two-month period.
• when a new, renewal, or resubmission of a NIH training grant is being proposed.
• when pre- or post-doctoral trainees (including medical fellows) or P&A staff will be submitting proposals.
• when the F&A rate is below 20% and no faculty salary is being charged to the project.
• when the PI holds only a without-salary appointment in Pediatrics.

5. Human Clinical Trials/Clinical Research
• Industry-funded human clinical trials/clinical research: The RSS Office does not provide budget or contract support for industry-sponsored clinical trials, chart reviews and registries. PIs should obtain the budget, contract, and PRF pre-award services from the CTSI or the CTO. (PRFs routed by division staff will be returned for processing by CSTI or CTO staff.)
• Non industry-funded human clinical trials/clinical research: The investigator submitting the proposal must provide RSS staff access to an appropriate staff member (such as a clinical trials nurse or clinical research coordinator) to assist the RSS staff in budgeting both the per-subject budget (if applicable) and the UMN budget. If such staff are unavailable, the PI must obtain the needed budgeting services from the CTSI or CTO.

6. University of Minnesota Awards (e.g., VP for Research, UMF, Masonic Cancer Center, Academic Health Center awards, K12s)
• With at least two weeks’ notice, the RSS Office will provide budget preparation, other support documentation, and PRF routing services if needed. Investigators will prepare and submit the proposal (these do not go through SPA).

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