

RESEARCH GRANT PROPOSAL REVIEW AND SIGNATURE SHEET**Research Grant Proposal Review and Signature Sheet**

All research grant proposals from the school of nursing faculty, students, and affiliates, no matter what amount is requested or what funding agency is involved, are to be sent through the UTHSCSA Office of Sponsored Programs (OSP) for approval. The ONRS offers consultation on budget, statistical analysis, and instrumentation when relevant. In-house review and sign-off by the Vice Dean for Faculty Affairs and Diversity, Associate Dean for Research and Dean are done to assure the school can allocate the time, space, computer, and other resources needed to carry out the study. Prior to submission for signature, please be sure the following steps have been taken:

TASK	INITIAL	DATE
Completed Grant Initiation Form (GIF)		
Set up initial aims review and design discussion with the Associate Dean for Research.		
Establish timeline for submission of drafts for review through Shared Resources Core and by outside reviewers		
Identify external reviewer(s), initiate contact and schedule date for review		
Establish timeline for preliminary budget submission and other proposal pieces with the Grants & Contracts Specialist		
Negotiated salary and time commitment required for the study with the Vice Dean for Faculty Affairs and Diversity and the Dean (Remember each nursing faculty member who is listed on the proposal investigative team must participate in this negotiation with the Vice Dean for Faculty Affairs and Diversity)		
Negotiated research space, services including data and statistical analyses, required for the study with the Vice Dean for Faculty Affairs and Diversity and Associate Dean for Research		
Submitted budget draft specifying percent of effort to the Vice Dean for Faculty Affairs and Diversity, Grants & Contracts Specialist, and Associate Dean for Research or review and comment		
Obtained letters of agreement from consultants and collaborators		
Obtained consortium agreement letter (if applicable)		
Written budget justification for specific roles of key personnel, equipment, supplies and other biomedical devices		
Gather biographical sketches for all key personnel in grant-specific format and page limitations		
Updated UTHSCSA and School of Nursing “resource” descriptions on to reflect current information		
Documented the “other support” (Federal and otherwise) of all key personnel, indicating status of existing or pending awards Next to complete draft reviewed through Shared Resources		
Obtained Institutional Review Board (IRB), Animal, or Radiation Board approval, exemption, or “pending” certification if applicable		
Final draft of proposal body to faculty mentor (as appropriate) and to the Associate Dean for Research and designated others for internal review		

External Review		
Complete the Grants Management “Certification of Proposal” form		