

AUBURN UNIVERSITY HARRISON SCHOOL OF PHARMACY

HSOP Intramural Proposal Submission Policy

Effective July 2016

ALL PROPOSALS FOR INTERNAL (AUBURN UNIVERSITY) FUNDING MUST BE APPROVED BY THE ASSOCIATE DEAN FOR RESEARCH AND THE RESPECTIVE DEPARTMENT HEAD.

Processing Proposals for Intramural Funding

1. Proposals are initiated by the Principal Investigator. Principal Investigators can be faculty, staff, or students, depending on the funding opportunity. Early identification of proposal opportunity is critical to ensure proper coordination and enhance proposal preparation. Most intramural grant programs have submission deadlines and specific application instructions and procedures. It is the investigator's responsibility to identify funding opportunities, and to notify the Contract Specialist of the intent to apply.
2. Based on the specific funding opportunity and the prescribed application procedure, a specific proposal submission strategy will be developed. The Investigator should contact the Contract Specialist for review of the application process and to develop submission strategy. Each proposal strategy will consist of, as a minimum:
 - (a) Review funding opportunity/announcement and application/submission requirements no later than 14 calendar days prior to submission date.
 - (b) Develop HSOP internal budget no later than seven (7) calendar days prior to submission. Some Intramural Grants Programs require that the proposal application to provide matching funds. The budget and matching funds request for such grants will have an earlier due date (usually one month), which is specified by the office of Associate Dean for Research.
 - (c) Route budget and proposal application* to Department Head and Associate Dean for Research (through Contract Specialist) no less than three (3) business days prior to submission.
 - (1) It is understood complete applications may not be available, but enough information must be provided to conduct adequate review.
 - (2) If the proposal involves Auburn University collaborators outside HSOP, five (5) business days are required for approvals.
 - (d) Designated submission date.
3. Roles and Responsibilities:
 - (a) Investigator:
 - (1) Identify funding opportunity.
 - (2) Contact Contract Specialist to develop submission strategy.
 - (3) Prepare proposal pursuant to grant program guidelines.

**AUBURN UNIVERSITY
HARRISON SCHOOL OF PHARMACY**

- (4) Ensure research compliance.
- (b) Contract Specialist
 - (1) Assist Investigator with proposal development.
 - (2) Review Investigator eligibility.
 - (3) Review application guidelines and procedure.
 - (4) Develop proposal submission strategy in conjunction with Investigator.
 - (5) Assist budget preparation and review.
 - (6) Prepare submission package for Dept Head and ADR approval.
- (c) Department Head
 - (1) Provide assistance to the PI in the preparation of proposal (when required).
 - (2) Review the budget to ensure required Departmental financial and research infrastructure resources, including matching funds, are adequate and available.
 - (3) Review the proposed scope of work to ensure it falls within the mission of the unit.
 - (4) Ensure research compliance.
 - (5) Approve the proposal on behalf of the Department.
- (d) Associate Dean for Research
 - (1) Provide assistance to the PI in the preparation of proposal (when required).
 - (2) Review the budget for adequacy relative to project scope, project cost, contributed effort, matching funds, indirect cost recovery, and support from other sources.
 - (3) Approve proposal on behalf of the Harrison School of Pharmacy.

FOR FACULTY NOT PHYSICALLY PRIMARILY LOCATED AT AUBURN UNIVERSITY:

HSOP faculty members who are not physically primarily located at Auburn University are encouraged to pursue scholarly activity and research opportunities. HSOP recognizes that HSOP faculty may have affiliations with units other than Auburn University and that these affiliations may cause deviations from this submission policy. The potential investigator should contact the HSOP Contract Specialist, who will be responsible for the administration of host unit procedure. In all cases, the fundamentals of this policy should apply to ensure proper coordination and approval of any anticipated proposal submission.