School of Medicine Review of Sponsored Program Applications and Proposals

EXPECTATIONS of Departments/Investigators:

Departments are responsible for ensuring basic scientific review of proposals to be submitted by their faculty has occurred. Principal Investigators should work in conjunction with their Departments to ensure that submissions are complete in technical content, adhere to the norms of proper scholarship and responsible conduct of research, and that both sponsor and internal requirements are met.

It is expected that all items identified on the SOM Department Submission Checklist have been reviewed or completed prior to submission for Dean's Office review.

RESOURCE: Best Practice Guides: see document "SOM Department Submission Checklist"

DEADLINES:

Funding Proposals should be routed in RAMS-SPOT for Dean's Office review **a minimum of 7 business days** in advance of the sponsor's published deadline. This allows at least two business days for Dean's Office review and approval of the submission prior to the submission being routed to VCU's Office of Sponsored Programs, which requires application packages to arrive 5 business days in advance of the sponsor deadline.

If internal deadlines are not met, Investigators/Departments risk submissions not being approved within sponsor required timeframes. Allowing more than 7 business days is recommended in case corrections are needed.

Before approving funding proposals, the Dean's Office reviews:

1. **RAMS-SPOT application package**: Review contents of the package for completeness, accuracy of responses to set-up questions, and ensure that all named personnel with committed effort have their home department and/or school in the view/approval queues as applicable.
2. **COI Investigators:** Those designated seem appropriate for the project proposed.
3. **Subawards and Subaccounts:** A signed Subrecipient Commitment form is completed and attached to the submission package **for** all proposed external subawardees; internal subaccounts appear reasonable for the project proposed.
4. **Cost Share:** Whether mandatory or voluntary, the source of funds and amount of cost is reasonable, and all parties supporting the cost share have approved.

By approving the RAMS-SPOT funding proposal, the Dean's office is confirming:

1. **PI Eligibility:** The PI is scheduled to be employed by VCU at the time of the award should it be granted and is eligible to serve as PI per VCU Office of Research guidelines.
2. **Scientific Review:** Basic review of scientific/technical considerations has occurred at the department level.
3. **SOM Human Resources:** Human resources described in the project proposal can and will be provided.
4. **Space:** Lab resources and other space needs as described in the project proposal are available within the SOM.
5. **Project Budget:** Base salary figures and stipend levels utilized in the budget calculations are correct & the budget proposed seems reasonable for the work to be performed.
6. **Dean's Designee:** Has no conflicts in terms of reporting and signature on the proposal.
7. **VAMC Joint Appointment MOU:** There is a current MOU on file for faculty required to have an MOU in place.

QUESTIONS or ASSISTANCE: somproposals@vcu.edu