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: See Appendix A. of this document for the 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 routing the submission to VCU’s Office of Sponsored Programs. OSP 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

Last Updated: 8-10-2015
APPENDIX A. SOM Department Submission Checklist

It is expected that Departments work with Principal Investigators to ensure the accuracy and completeness of the following items prior to delivering the proposal for Dean’s office review. Please allow 7 business days in advance of the published due date to ensure timely submission to VCU’s Office of Sponsored Programs and the sponsor.

☐ Basic Review of scientific/technical considerations has occurred at the department level; the application is complete in technical content and adheres to the norms of proper scholarship and responsible conduct of research.

☐ The RAMS SPOT proposal has been prepared in accordance with the stated scientific goals and intent of the sponsoring agency as well as the sponsors rules and regulations. Sponsor administrative and budgetary requirements are met.

☐ If the study is a clinical trial/research, SOMCT pre-study process has been followed and all required billing compliance forms are included in the submission package. See “Externally-Sponsored Submission and Planning Process for Clinical Research” on the Guidance and Process Documents page.

☐ All personnel and other costs estimated in the budget are reasonable and necessary to execute the project(s) as proposed.

☐ The space/facilities currently allocated to the Investigator will be sufficient to complete the work proposed (If not, prior to submission contact: Tricia Zeh, Executive Director of Research Administration, tlzeh@vcu.edu).

☐ If the space, facilities, or resources of the Massey Cancer Center will be utilized it should be noted in the RAMS SPOT proposal, and a copy of the proposal package sent to: Robert Houlihan – rhhoulihan@vcu.edu.

☐ The PI has coordinated financial interest reporting required (VCU AIRS) by all designated COI investigators on the proposal. http://www.research.vcu.edu/coi/index.htm

☐ For submissions involving collaboration outside of SOM, departments/PIs should route the proposal to other involved schools for approval. Departments outside of SOM should be granted “View Access” to the Funding Proposal in RAMS-SPOT and the PI should be sure to choose both Medicine and any other school/unit as needed when routing the proposal for review in RAMS-SPOT.

☐ PI has completed any required training for systems submission and/or requested user ID if required by sponsor.

☐ A current fully executed MOU exists for faculty conducting sponsored research that have a joint appointment with a Veterans Affairs Medical Center. See: Requirements for Faculty with Joint VCU/VAMC Appointments and Externally Funded Research.

Submission of incomplete or inaccurate application packages for review will result in delays. Materials will be returned for correction. Timely submission to OSP for approval and submission to the sponsor may be jeopardized.

Department Notes / Comments:

Completed by (Name/Email/Phone): _____________________________________________________________

QUESTIONS or ASSISTANCE: somproposals@vcu.edu