Steps in Obtaining Sponsored Program Funding

Get application details from RFA/PA and complete grant application package

Submit application for assurances (IRB, IACUC, IBC, RSO), if applicable. Proposals can be submitted with approvals pending.

Complete transmittal form and research plan code application, if applicable. Forms are available on the Office of Research website: dor.umc.edu

Consult Office of Research, as needed

Attach face page, budget pages, budget justification, draft project summary and copy of RFA or PA

You may submit the budget & forms electronically to the Office of Research in advance for pre-review

Route for signatures:
1. Principal Investigator
2. Department Chairman
3. Dean, if applicable

Submit to Office of Research
(3 business days in advance of the date you plan to submit the proposal) for:
1. Budget Review
2. Verification of assurances
3. Obtaining signatures of Hospital Administration, Legal, Assoc VC for Financial Affairs, VC for Health Affairs (if applicable) and Assoc VC for Research

Upon notification, pick up copy of fully signed transmittal and original application package from Office of Research

Submit your proposal as directed by the funding agency

Return one copy of the final proposal, as submitted to the funding agency, to the Office of Research

Upon award, Office of Research: receives Notice of Grant Award, checks assurances for approvals, sends file to Grants Accounting to establish study account

Grants Accounting notifies PI when study account is established

Contact Office of Research with questions:
Phone: 601/815-5000
Email: dor.umc.edu