

# College of Medicine Proposal Routing Process - Phoenix

1. Fill out Proposal Routing Sheet (PRS) available at <http://www.sps.arizona.edu/proposal/proposalroutingsheet.htm>
  - a. See the guide to the PRS at <http://www.sps.arizona.edu/proposal/Proposal%20Routing%20Sheet%20Instructions.pdf>.
  - b. See what will be reviewed on your PRS at <http://www.sps.arizona.edu/proposal/Dept%20Head%20Checklist.pdf>.
  - c. For more information, see the Department Head's guide at <http://www.sps.arizona.edu/proposal/Dept%20Head%20Guide%201005.pdf>.
2. Include appropriate F&A rate (Indirect Cost rate)
  - a. Listed on the proposal quick reference guide <http://www.sps.arizona.edu/proposal/quick-reference.htm> (normally 51% for research and 25% for clinical trials)
  - b. Listed on the Nonfederal Waiver list [http://www.sps.arizona.edu/non\\_federal/index.htm](http://www.sps.arizona.edu/non_federal/index.htm)
  - c. Stipulated by the sponsor and provide a copy (one-page) of the stipulation.

Indicate project location. If additional space or renovation of space is needed, indicate that on the PRS and attach the Space Request Form. <http://facilities.medicine.arizona.edu/docs/index.html>
3. If your project requires cost sharing, indicate the account number and PI for each non-federal source of matching funds.
4. Fill in PI % effort (cannot exceed 100%) and award credit and F&A distribution information (see policy at [http://www.medicalresearch.arizona.edu/Documents/IDC\\_Distribution\\_policy\\_COM.pdf](http://www.medicalresearch.arizona.edu/Documents/IDC_Distribution_policy_COM.pdf))
5. Fax PRS, face page, budget, justification, and abstract to Sponsored Projects for initial review at 626-4130.
6. Approvals that must be in place before proposal submission to sponsored projects:
  - a. Recombinant DNA/Microbial Pathogens <http://www.ibr.arizona.edu/> fill out MUA form
  - b. American Indian Affairs: fax PRS, face page, abstract, budget, and justification to Claudia Nelson at NPTAO (<http://www.nptao.arizona.edu/>) at 626-1819.
  - c. Cancer Center Facilities: fax PRS, face page, abstract, budget, and justification to Margie Barber at 626-6898
7. Obtain approval signatures: PI, Department Head/Center Director
8. Obtain College of Medicine - Phoenix Dean Approval Signature
  - a. Provide PRS, face page, abstract, budget, and justification to Brenda Paulsen in the COM – Phoenix Dean's Office (room 1364)
  - b. If required, include indirect cost stipulation and/or space request form.
  - c. Cost Sharing information will be approved by the COM- Phoenix Dean's Office
  - d. Please allow 48 hrs for your PRS to be approved by the COM and signed.
  - e. Add PRS to COM-Phoenix Grant Log
  - f. Provide a copy of the fully-signed PRS to the COM Phoenix Finance Office; and a copy to the BMS Finance Office for BMS grants.
  - g. Send to COM Tucson Research Office for Approval only if requesting an exception for IDC and sponsor is not on pre-approved exception list.
9. Send proposal packet to Sponsored Projects for final approval.
10. Approvals that can be obtained after submission to the sponsor (but must be in place before beginning project work):
  - a. Animal Subjects approval: <http://www.uac.arizona.edu/>
  - b. FDA/EPA GLP Compliance: <http://www.vpr.arizona.edu/quality-assurance>
  - c. Human Subjects: <http://www.irb.arizona.edu/home>
  - d. Radiation: <http://www.radcon.arizona.edu/main.asp>
  - e. For Human Subjects approval contact Olga Lara (626-5336)
  - f. General Biohazards/Hazardous Waste: <http://w3fp.arizona.edu/riskmgmt/>