



## **Policy Title**

Grant Proposal Routing Process

## **Identifier**

USCSOMG – RSCH – 2.01

|   |                                   |
|---|-----------------------------------|
| <b>Prepared by:</b> Office for Research                               |                                   |
| <b>Reviewed by:</b> Office for Research and Biomedical Sciences Chair | <b>Review Date:</b> 01/27/2025    |
| <b>Approved by:</b> USCSOMG Policy Committee                          | <b>Approval Date:</b> 02/17/2025  |
|   | <b>Effective Date:</b> 02/17/2025 |

## **LCME Standards**

4.2- Scholarly Productivity

## **Scope**

University of South Carolina (USC) School of Medicine Greenville full-time employed, benefits-eligible faculty.

## **Policy Statement**

University of South Carolina (USC) School of Medicine Greenville strongly encourages its faculty and staff to seek external funding for research, service and education projects that advance the mission of the School.

## **Reason for Policy**

The purpose of this policy is to ensure clarity on the routing process for all grant proposals. The USC Sponsored Awards Management (SAM) Office requires a copy of the complete and final “ready to submit” proposal to be submitted to the assigned SAM administrator at least three (3) business days in advance of the sponsor’s due date. This internal policy allows the USC School of Medicine Greenville two (2) additional days to complete an internal review of the proposal.

## **Procedures**

All proposals that could result in a contract, grant, cooperative agreement, or sub-award are required to be routed internally via USCeRA prior to approval by the University of South Carolina’s Sponsored Awards Management (SAM) Office, Prisma Health Office of Sponsored Programs, the USC Education Foundation, or any other institution who is managing the award submission as the prime recipient. Any faculty and staff member submitting proposals requiring a 501(c)(3) thus needing to be routed through the USC Education Foundation are required to initiate the proposal through the Sponsored Award Management office via USCeRA. This applies to all proposals regardless of private, local, state, federal or other funding sources. Any faculty and staff member submitting proposals that include internal and external subawards are required to provide a detailed budget of personnel, direct and indirect costs associated with the proposal that is specific to USC School of Medicine Greenville. Letters of Inquiry (LOIs) that attest to institutional commitments and require an authorized signature are also required to be routed through USCeRA. Questions on whether a proposal requires

routing are be directed to the Research Program Manager.

## **Pre-submission Routing Process**

### **Purpose**

The routing process provides a streamlined and effective method to facilitate the internal review of grant applications prior to submission. Routing ensures that:

- USC School of Medicine Greenville administration is aware of the project and is prepared to accept the successful negotiation of terms and conditions;
- Institutional commitments (e.g. matching funds, curricular changes, course releases, effort allocations, support from other departments and offices) have received approval prior to submission of proposal;
- Expenses included in the proposal budget are realistic, calculated and in compliance with both the Sponsor and our institution's rates (e.g. indirect, fringe benefits, etc);
- Space and facility needs can be accommodated;
- Conflicts of interest and/or commitment are reviewed and can be managed;
- Compliance requirements, including required trainings, can be met.

### **Process**

The following outlines the key steps in the process.

1. Faculty/staff/PI are to submit grant proposal in USCeRA no less than 5 business days prior to the grant agency submission deadline.
2. Administrative staff within the Office for Research will submit an executive summary via electronic form that will be routed internally within the Office of Research as well as to the BMS Department Chair, Executive Director of Finance and Business Operations and the USC SOMG Dean for review.
3. The Office of Research will review the submitted proposal, request any changes that need to be finalized and approve submission of the proposal in USCeRA once requested changes have been made.
4. The BMS Department Chair will have the opportunity to discuss this proposal with the faculty/staff/PI submitter, in collaboration with the Office for Research and then offer additional edits, changes or guidance at that time.
5. The Director for Strategic Research Operations or their designee will offer a suggestion for disposition to the USC School of Medicine Greenville Dean for the proposal to complete the final electronic routing process through USCeRA to be submitted to the SAM Administrator. Disposition will be contingent upon the proposal's alignment with the mission and strategic initiatives of USC School of Medicine Greenville as well as the proposal's viability considering institutional resources.
6. Final approval from the SAM Administrator confers authorization to submit to the funding agency.

### **Timelines**

USC School of Medicine Greenville faculty and staff are to submit proposals to the SAM Office via USCeRA no less than five (5) business days prior to the submission deadline. The internal routing process outlined above must precede the finalized submission to the funding agency. Some proposal applications are more extensive and therefore the timeline needed to submit a well-constructed proposal can vary widely amongst projects. Therefore, faculty and staff should ensure appropriate preparations are in place when additional time be needed for submission.

Reference the [Office of Sponsored Awards Management website](#) for full details on what is needed for a complete proposal along with other useful tools and guides.

### **Sanctions**

Repeated non-compliance with this policy will result in discontinuation of the proposal's approval.

## Contacts

Director for Strategic Research Operations  
Department of Biomedical Sciences, Chair  
Department of Biomedical Sciences, Vice-Chair  
Executive Director for Finance and Operations

## Related Information

[Office of Sponsored Awards Management](#)

## History

| Date of Change | Change   |
|----------------|--|
| February 2025  | Updates to branding, policy title and administrative titles. Revised to strengthen the language; provide clarity.    |
| August 2021    | Clarified timing and USCeRA submission process, added internal/external subaward budgets, and implemented sanctions. |
| June 2020      | Policy created   |