



Policy Title

Proposal Routing Process

Identifier

UofSCSOMG – RSCH – 2.01

Prepared by: Office of Research	
Reviewed by: Office of Research and Biomedical Sciences Chair	Review Date: 08/06/21
Approved by: UofSCSOMG Policy Committee	Approval Date: 08/26/2021
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LCME Standards

4.2- Scholarly Productivity

Scope

University of South Carolina (UofSC) School of Medicine Greenville faculty and staff.

Policy Statement

University of South Carolina (UofSC) 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 UofSC 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 UofSC SOMG 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 UofSC Education Foundation, or any other institution who is managing the award submission as the prime recipient. Any faculty member submitting proposals requiring a 501(c)(3) thus needing to be routed through the UofSC 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 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 UofSC 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 should be directed to the Office of Research.

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:

- UofSC 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/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 of 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, Associate Dean of Finance and Business Operations and the UofSC 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/PI submitter, in collaboration with the Office of Research and then offer additional edits, changes or guidance at that time.
5. The Director of Strategic Research Operations or their designee will offer a suggestion for disposition to the UofSC SOMG 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 UofSCSOMG 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

UofSC School of Medicine Greenville faculty 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 should ensure appropriate preparations are in place should 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 may result in discontinuation of the proposal's approval.

Contacts

Director of Strategic Research Operations
Department of Biomedical Sciences, Chair

Department of Biomedical Sciences, Vice-Chair
Associate Dean of Finance and Business Operations

Related Information

[Office of Sponsored Awards Management](#)

History

Date of Change	Change
August 2021	Clarified timing and USCeRA submission process, added internal/external subaward budgets, and implemented sanctions.
June 2020	Policy created