Policy Title
Proposal Routing Process

Identifier
UofSCSOMG – RSCH – 2.01

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<tr>
<th>Prepared by: Office for Research</th>
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<tr>
<td>Reviewed by: Executive Director of Business and Operations and Biomedical Science Chair</td>
<td>Review Date: 06/15/2020</td>
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<td>Approved by: UofSCSOMG Policy Committee</td>
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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. All proposals that could result in a contract, grant, cooperative agreement or sub-award are required to be routed internally before any such is submitted to 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. This applies to all proposals regardless of private, local, state, federal or other funding sources. Letters of Inquiry (LOIs) that attest to institutional commitments are also required to be routed, especially if an authorized signature is needed. Questions on whether a proposal requires routing should be directed to the Department Chair or Supervisor.

Reason for Policy
The purpose of this policy is to ensure clarity on the routing process for externally funded projects

Procedures
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. All proposals that could result in a contract, grant, cooperative agreement or sub-award are required to be routed internally before any such is submitted to the University of South Carolina’s Sponsored Awards Management (SAM) Office, Prisma Health Office of Sponsored Programs, the UofSC Education Foundation, or any other
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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, course releases, effort allocations, support from other departments and offices) are planned for and can be met;
- 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 notifies the following parties using this Request Form: both their Department Chair and/or Supervisor in addition to the Sponsored Awards Management (SAM) or Education Foundation Office at the University of an interest in working on a proposal.
2. Faculty/PI develops and compiles all necessary application information and works with the Business Office team on development of the proposed budget. Both SAM, the UofSC School of Medicine Greenville Business Office and administration can help facilitate obtaining required documents and letters of support as needed.
3. As the proposal development nears completion, the Faculty/PI must submit the package to both the Chair/Supervisor and the UofSC School of Medicine Greenville Chief Business Officer or his/her designee for a final review. An approval to proceed with submission can be given via email and at this time does not require any additional specific routing documentation. This step is required of all proposals unless specific permission is otherwise granted. Documentation of these approvals should be kept on file within the Business Office but do not get included as part of the grant application.
4. Faculty/PI submits the final proposal package to the SAM or Education Foundation Office in accordance with stated timelines for final review and upload into the respective routing systems.
5. Upon entry into USCeRA, the proposal will go through a final electronic routing process that includes the Chair, Dean and SAM administrator. Note, this is in addition to the internal routing required in step 3 outlined above. Completion of the routing process confers authorization to submit.

Timelines
UofSC School of Medicine Greenville faculty are to deliver proposals to the submitting agency two weeks prior to the submission deadline. The internal routing process outlined above must precede that submission. 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.

However, at a minimum SAM 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
Reference the [SAM website](#) for full details on what is needed for a complete proposal along with other useful tools and guides.

**Sanctions**
N/A

**Contacts**
Executive Director of Business and Finance

**Related Information**
[SAM website](#)

**History**

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<tr>
<th>Date of Change</th>
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<tr>
<td>June 2020</td>
<td>Policy created</td>
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