

**College of Health Professions and Sciences
Policy & Procedure Manual**

SUBJECT: Research: Grant / Contract Proposal Submission & Acceptance of Sponsored Awards for Research and Development	Effective Date: 2-14-2020	Policy Number: 7.04
	Supersedes: n/a	
	Authority: Associate Dean/Research	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 2.14.2020

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all sponsored awards in the College of Health Professions and Sciences at the University of Central Florida (UCF), direct support organizations (DSO), and auxiliary units, and all faculty, staff, and students involved in the preparation, submission, and processing of proposals or awards for external funding.

PURPOSE:

To specify process in the College of Health Professions and Sciences to ensure compliance with University of Central Florida Policy 4-214, which establishes: (a) authorization for entering into sponsored award proposals or agreements on behalf of UCF and the University of Central Florida Research Foundation, Inc. (UCFRF), (b) the restriction of independent submission of sponsored award proposals or acceptance of sponsored award agreements on behalf of UCF and the UCFRF by unauthorized personnel

POLICY STATEMENT:

The College of Health Professions and Sciences Office of Research personnel serve as the liaisons for all CHPS faculty, staff, and students planning to submit, in the process of submitting, and/or accepting sponsored research contracts, research grants, and/or donations for research and development. By acting as the direct liaisons with the University of Central Florida Office of Research, CHPS Office of Research personnel support the statutory requirement that the Office of Research (OR) and the UCFRF are the sole entities authorized to negotiate, enter into, and execute sponsored research contracts; to solicit and accept research grants and donations; and to fix and collect fees, other payments and donations that may accrue from sponsored research awards (Florida Statute 1004.22(3); UCF Regulation 2.027; UCF Policies 2-107.4 and 4-210.)

PROCEDURES:

Any faculty, staff, or student planning to explore the possibility of submitting a proposal or entering into a contract of any sort with an external funder, must notify personnel in the CHPS Office of Research.

- In instances where no budget information of any kind is included in the external communication (including rough budget totals, categories, or numbers), a copy of all documents (e.g., Letter of Intent, White Paper, Pre-Proposal) sent via any media (e.g., e-mail, hard copy, web-based portal) must be provided to the CHPS Office of Research to flag a possible future proposal submission.
- In instances where any budget information is to be provided (including rough budget totals, categories, or numbers), in any type of document (e.g., Letter of Intent, White Paper, Pre-Proposal) transmitted by any media (e.g., e-mail, hard copy, web-based portal), faculty, staff, and students must work with CHPS Office of Research personnel to prepare a draft budget and process all documents through the Office of Research in compliance with CHPS Policy 7.01 (Internal 7-Day Rule Implementation) and UCF's Office of Research 5-Day Rule.

ADDITIONAL NOTES:

The above-described procedures apply:

- In cases where formal solicitations or calls exist (e.g., requests for proposals [RFPs], requests for information [RFIs])
- In cases where no formal solicitations or calls exist.
- For non-competitive continuing renewal applications and reports (e.g., annual federal reports).
- For instances in which CHPS researchers will serve as Principal Investigators on proposals and in which they will serve as Co-Investigators for proposals being submitted by other colleges or universities.

Approved by:



Dean, College of Health Professions and Sciences

2/14/2020

Date