



OFFICE OF RESEARCH AFFAIRS
SPONSORED PROJECTS DIVISION
GRANTS AND CONTRACTS PROPOSAL ROUTING FORM
INSTRUCTION SHEET

(Items not found in these instructions are considered self-explanatory.)

Investigator Information

Principal Investigator: A Principal Investigator must be a faculty member. Individuals with other appointments, such as visiting scholars, should contact the Office of Research Affairs, Sponsored Projects Division well in advance of the deadline to determine if a proposal can be submitted.

Department or Section/Center/Institute: To more accurately track project activity, fill in as many spaces as relevant.

Alternative Contact: Indicate if another person is responsible for handling the application for questions, delivery or pick-up. Include a telephone #.

Project Information

Project Title: Continuing, revised, and supplemental applications should have the same title as the previous grant or application.

ORA#: Office of Research Affairs Number (ORA#) is an eight digit tracking number that is given to a proposal when it submitted for review in the Office of Research Affairs. Continuing/Renewals (non-competing and competing), revised and supplemental applications should have the same ORA# as the previous grant or application. All new applications will receive a new ORA# when the proposal is submitted to the ORA for initial review. If you are uncertain of an ORA#, contact the Office of Research Affairs at (312) 942-5498.

Sponsor: Name of the agency/organization providing support for the project.

* If this proposal is directed to a foundation, contact the Office of Philanthropy/Communications at (312) 942-7246. Foundations do not include voluntary health organizations such as the Arthritis Foundation

Sponsor Deadline Date: Indicate the deadline published by the sponsoring agency. Also indicate whether the deadline refers to a receipt date (the agency must receive the proposal by that date) or a postmark (the proposal must be postmarked by that date). Note: In some instances, only a postmark of the U.S. Postal Service is considered a postmark. For confirmation or clarification, contact the agency.

Sponsor Contact: Name and phone # of someone in the agency who can provide information if needed or someone you have been in contact with about this application.

Subcontract From: Name of the agency/organization receiving support from the sponsor and providing some of that support to Rush for its participation in the project. Submit a letter of intent on our behalf for review and institutional official.

Proposal Type:

First

Let us know if your submission is a Grant or a Contract that helps us decide who will be reviewing your submission.

Next

Is your submission...

New: A proposal with a unique workscope and budget that has not been submitted to the sponsor previously; may be a multiyear project and budget.

Non-competing Continuation: Request for continued support from a sponsor for a previously awarded project. Such a request is generally contingent on the investigator making satisfactory progress and the sponsor having the available funds. Attach a copy of the proposed or approved budget for the period covered by the application.

Competing Renewal: A proposal to continue support of a project beyond the initial commitment made when the award was issued. A renewal generally requires submission of a new proposal to the sponsor and requires competitive review.

Revised Application: Resubmission of a proposal that has undergone revision in response to comments from the sponsor.

Supplement: A request for an increase in the amount of funding and possibly an extension of time for an existing project.

Amendment: A request for changes to an existing clinical trial agreement/contract. Include protocol # to accurately track project.

Subcontract: Proposals that include subcontracts to other organizations working under Rush-Presbyterian-St. Luke's Medical Center direction require a letter of intent endorsed by the subcontractor's authorized official before the proposal is sent to the sponsor.

Project Commitments

Human Subjects: Investigators are reminded that Institutional Review Board (IRB) approval must be obtained prior to initiation of any research activity that involves human subjects unless declared exempt by the Office of Research Affairs (ORA), Human Subjects Division. Some funding agencies require IRB approval by the submission deadline date. Refer to agency instructions and guidelines. Both divisions in the Office of Research Affairs strongly recommend that a proposal is approved or pending by the IRB before Sponsored Projects review. If the ORA does not receive IRB paperwork simultaneously with the grant or contract proposal the investigator will have 10 business days to supply the Human Subjects Division with appropriate IRB paperwork for review IRB. For more information regarding IRB matters, contact the ORA, Human Subjects Division at (312) 942-5498. A copy of the Grants and Contracts Proposal Routing Form is not needed by the ORA, Human Subjects Division for IRB review.

Animal Use: Institutional Animal Care and Use Committee (IACUC) approval must be obtained prior to initiation of any research activity that involves the use of animals. Animal Use Protocol Review form (IACUC 1-99A) should be submitted directly to the Comparative Research Center (CRC), Room 711 Rawson for consideration. It is an institutional policy that proposals are approved or pending IACUC review prior to ORA, Sponsored Projects review. Some funding agencies require IACUC approval by the submission deadline date. Refer to agency instructions and guidelines. If you have any questions referring to animal use contact the CRC office at (312) 942-6576. A copy of the Grants and Contracts Proposal Routing Form is not needed by the CRC.

Recombinant DNA, transgenic agents, etc.: Institutional Biosafety Committee (IBC) approval must be obtained prior to initiation of any research activity that involves the use of recombinant DNA, transgenic animals, agents infectious to humans or animals, or biological toxins. Institutional Biosafety Committee applications should be submitted with the proposal to the Office of Research Affairs, Room 544 for consideration. Some funding agencies require IBC approval by the submission deadline date. Refer to agency instructions and guidelines. For more information on these matters contact the ORA at (312) 942-5498.

Radiation/Radioisotope Use: Use of radioactive materials must be approved by the Radiation Safety Committee (RSC) prior to initiation of any research activity. It is an institutional policy that proposals are approved or pending RSC review prior to ORA, Sponsored Projects review. Some funding agencies require RSC approval by the submission deadline. Refer to agency instructions and guidelines. For information on these matters, contact Glen Sullivan, Radiation Safety Officer, at (312) 942-5763. A copy of the Grants and Contracts Proposal Routing Form is not needed by the RSC.

Wet Lab Usage: This box should be checked if the research will be conducted in a lab with a sink or when using or mixing chemicals.

Deceased Subjects: If you are using cadaverous materials for this proposal, please answer the seven question on page two of the Grants and Contract Routing Form. It is important that we know where you are obtaining the material from.

Human Embryonic Stem Cells: Use of Human Embryonic Stem Cells requires careful review and must follow special guidelines provided by the Federal Government.

Contract Questions: These will help us in the negotiation of your contract. If you are submitting a grant these do not apply to you.

Budget Information

Indirect Cost Rate: Fill in the percentage by using the appropriate indirect cost rate:

30% for industry sponsored research

48% for federal research

8.5% for endowment income fund

(The determination of appropriate indirect cost rate must be reviewed with Donna Knuth, Director of Sponsored Projects at (312) 942-3354.)