

**Department of Pharmaceutical Sciences, School of Pharmacy, University of
Maryland Baltimore
Policy on Routing of Contracts and Grants**

Effective: August 8, 2008

Purpose:

To provide direction on how contract and grant applications are routed through the Department of Pharmaceutical Sciences and submitted to ORD for final approval and submission to the sponsoring agency. To ensure that all applications are handled in a timely manner; that issues that may prevent applications from final approval at ORD are addressed; faculty effort, IRB, IACUC and DRIF are being tracked, and cost sharing is appropriate.

Policy:

The Department of Pharmaceutical Sciences and the University of Maryland, School of Pharmacy understands the need to provide a standardized routing process that will ensure the seamless flow of contract and grant applications through both the School and ORD. This policy establishes a timeline to ensure this process.

It will take ten working days for an application to be completely routed through the campus routing system.

- 1) **10 working days** prior to the deadline – application needs to be uploaded and submitted for approval to the Department through COEUS. The following items need to be included
 - a. IN DRAFT format – 4 days before the agency deadline**
 - i. Science (*all applications*)
For NIH Grants:
 - a) Specific Aims
 - b) Background and Significance
 - c) Preliminary Studies/Progress Report
 - d) Research Design and Methods
 - e) Bibliography and references cited
 - f) Facilities & Other Resources
 - g) Equipment
 - h) Introduction to application (for resubmission or revision applications)
 - b. In FINAL format – 10 days before the agency deadline**
 - i. Budget
 - ii. Budget justification
 - iii. Biosketch(s)
 - iv. Sub-contract documents (if applicable)
 - v. Multi PI Leadership plan for multi PI grants (NIH grants)
 - vi. Abstract (NIH grants)

- vii. Narrative (NIH grants)
 - viii. Progress report publication list (NIH renewal applications)
 - ix. Other documents when applicable.
 - x. justification of Agency IDC and department chair approval if IDC is less than the approved campus percentage
- 2) **9 working days** prior to deadline – application needs to be submitted to the SOP Office of Research and Graduate Studies for review and approval. (*This approval process should take less than 48 hours.*)
 - 3) **7 working days** prior to deadline – application will be submitted to ORD for review and approval. (*This approval process in ORD should take less than 48 hours.*)
 - 4) **No later than 4 working days** prior to deadline – PI/Research Coordinator will upload and submit final application via COEUS. ORD will submit to agency/sponsor or return to Department per circumstance.

The Office of Research and Graduate Studies reserves the right to deny applications that are not received within the established nine working day policy or any final application not submitted to ORD four days prior to submission deadline.

IMPORTANT POINTS TO REMEMBER:

- **10 working days before the deadline:** All the forms need to be complete and routed in Coues except the ones stated under section **1.a – h.**
- **4 working days before the deadline:** Final science needs to be uploaded in Coues either by you or by Grants Coordinator.