



## School of Pharmacy, University of Maryland Baltimore Policy on Routing of Contracts and Grants

**Effective: May 11, 2006**

### **Purpose:**

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

### **Policy:**

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 nine working days for an application to be completely routed through the system, this does not include any additional time that may be required by your individual department or division.

- 1) **9 working days** prior to deadline – application needs to be submitted to the SOP Office of Research and Graduate Studies for review and approval. Original routing form, **final** budget and preliminary science must be routed together at this time. (*This approval process should take less than 48 hours.*)
- 2) **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.*)
- 3) **No later than 4 working days** prior to deadline – PI/Administrator will submit final application via paper, or COEUS/Pure Edge. 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.**