



Medical College of Georgia
School of Nursing

CNR Research Grant Submission Policy: Pre- Award

Title: Policy Document for Extramural and Intramural Funding
Proposal Submission: **Pre-Award Phase**

Source: Center for Nursing Research (CNR)

Prepared by: CNR Team: _____

Approved by: Department Chairs: _____

Dean: _____

A. BACKGROUND

The Center for Nursing Research (CNR), in concert with the department chairs, facilitates all School of Nursing (SON) sponsored (funded) programs at pre and post award phases. To fulfill this role, the CNR and Chairs developed policies which establish SON research facilitation systems to help fulfill our research mission.

The Principal Investigator (PI) and/ or Co-PI is responsible for the development and quality of all aspects of the funding proposal. The department chair is responsible for providing staff services for proposal preparation, monitoring the progress of the proposal, and approving the science and feasibility. The CNR and the Chair collaborate to provide the PI with expertise and timely facilitation of the proposal development and submission. Constant communication among all parties is key to success.

B. PURPOSE

The purpose of this policy is to inform SON PIs of required pre-award activities, including mandated timing and quality reviews, for all sponsored proposals for funding. The policies in this document should result in an increased rate of submissions (of planned submissions) and a greater percentage of funding for submitted projects. This policy focuses on pre-award only. A separate policy will be developed for post-award procedures.

C. PRE AWARD PROCEDURES:

1. All School of Nursing PIs and/or Co-PIs (faculty and students) shall inform the department chair and the CNR (Associate or Assistant Dean, Research)

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- of their intent to submit proposals for intramural and extramural funding (any amount).
2. The PI and/or Co-PI will notify the CNR and the department chair of proposals requesting total funding of \$100,000 - \$199,000 at least **three months** in advance. Exceptions are made for late notices of funding opportunities.
 3. The PI and/or Co-PI will notify the CNR and the department chair of all NIH proposals and larger total funding requests (200,000 or more) four to six months prior to the submission date. Exceptions are made for late notices of funding opportunities.
 4. Within two weeks after the PI's and/ or Co-PI's notification of intent to develop proposals for funding, the PIs shall schedule a planning meeting with the CNR Director and Chair to determine what/when CNR services will be needed. To ensure smoother coordination, the PI shall maintain regular communication with the CNR and the chair throughout the development process, especially as changes in the plan occur.
 5. The CNR will use the **pre-award** SUBMISSION FORM and SUBMISSION TRACKING FORM to **monitor** proposals through the development and submission process. These forms are available on the web page. Reminders to complete pre-award submission forms will be emailed to all faculty on a monthly basis.
 6. The School of Nursing Routing Form and Medical College of Georgia Extramural or Intramural Routing Form will be completed by CNR personnel according to the timing agreed upon at the planning meeting and information provided by the PI in order for the proposal to be ready for routing.
 7. The faculty member supervising the student PI is responsible for informing the student of the CNR procedures and signing the student's form.

D. PRE-AWARD Reviews

1. All proposals for sponsored funding will be reviewed by the department chair and the CNR (Associate and/or Assistant Dean, Research) ahead of time. All budgets are reviewed by the business office staff before routing.

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2. All proposals with planned submission to NIH and intramural and extramural proposals with a budget of \$100,000 or greater will have an external mock review. The mock review will be scheduled at least six weeks before submission.

3. All research grant applications are due to the CNR a minimum of one month prior to the deadline for submission. The PI and/ or Co-PI is responsible for submission and for maintaining communication throughout the SON pre-award procedures. The following activities are performed according to the schedule below during the month prior to the deadline:
 - (a) **4 weeks prior to submission date:** Route proposal to the department Chair and faculty sponsor (for students) for review and approval. The chair may consult CNR for input on the grant proposal. Routing papers should also include the guidelines of that funding agency for which application has been prepared
 - (b) **3 weeks prior to submission date:** Route proposal and budget to Associate Dean of Strategic Management and the Dean for review and approval.
 - (c) **2 weeks prior to submission date:** Route the completed grant packet to the CNR for approval from Associate/ Assistant Dean, Research. CNR will then route the completed package through Division of Sponsored Program (DSPA) for approval and submission.

4. SON Co-Is on a grant with PI from a different school DO NOT need to route grant internally within the school. Approval is required from the chair and the Dean on the external routing sheet.

E. CNR Support Services

CNR will provide the following support services:

- (1) Routing the grant within SON, MCG, and external institutions as required.
- (2) Scheduling, and managing logistics of mock reviews
- (3) Reviewing proposals and providing comments at any time during the proposal development. The CNR is committed to one week return for proposal reviews.
- (4) Arranging mock reviews, "Work-in Progress" presentations and think tanks on a regular basis and as needed.

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- (5) Maintaining copies of grant application and Human Assurance Committee (HAC) approvals (electronic copies of HAC applications) in the CNR).
 - (6) Coordinating research activities with DSPA.
 - (7) Maintaining and reviewing Pre-award and post-award sheets.
 - (8) Providing information on new sponsor/grant agencies to SON faculty and students.
 - (9) Data manager will help faculty with data management and will maintain all SON research database for surveillance.
 - (10) Providing consultation on preparing HAC documents.
- F.** All Trainee grant applications will be approved by the Associate Dean for Academic Affairs. Mock reviews and “Work-in Progress” for trainee grants are required for fully developed training grants, but new trainee grant reviews will be at the discretion of the CNR and Associate Dean for Academic Affairs.
- G.** The PI and/ or Co-PI is responsible for drafting the budget. The Grants Development Specialist (GDS)/ Director, Research will meet with the PI to assist with budget preparation, review budgetary information and assist with review of the completed application. In the absence of a GDS, the business office staff will assist the PI with budget preparation.

H. DEFINITIONS:

Intramural Funding: Funds provided by any administrative unit of the Medical College of Georgia

Extramural Funding: Funds provided by organizations or sources outside of the Medical College of Georgia.

Sponsor’s Application: Forms provided by the funding organization.

Required Forms:

- Sponsor’s Application available from the sponsor
- CNR Pre Awards Submission Notice (form on CNR Webpage)
- SON Routing form
- MCG External Routing form

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