



Office of Research

MEMORANDUM

May 5, 2004

To: Department Chairs, Center Directors, and Departmental Administrators
School of Medicine

From: Norman H. Altman, V.M.D.
Vice Provost for Research

Subject: Proposal Submission Deadline Requirements

Effective with the proposal submission deadline date of June 1, 2004 and beyond, all proposals must be submitted to the Medical Research Administration Office TEN WORKING DAYS PRIOR to the agency mailing deadline date to ensure adequate time for review and approval. All proposals must be reviewed and approved by the Medical Research Administration Office prior to submission to the external sponsors.

When submitting the proposal to the Medical Research Administration Office, please include:

- A copy of the sponsor's Request for Application (RFA) or Request for Proposal (RFP) if the proposal is in response to an RFA or RFP.
- Proposal Abstract/Summary
- Detailed Budget
- Detailed Budget Justification/Narrative
- All Agency Required Forms -- Completed and Signed
- All UM Required Forms -- Completed and Signed
 - Proposal Transmittal Form
 - Cost Sharing/Matching Form
 - Facilities and Administrative Cost Waiver
 - NIH Modular Worksheets

The Medical Research Administration Office is responsible for final institutional review to assure that the proposal conforms to the format required by the sponsor, the budget properly reflects items of expense, and that the proposal is in conformance with university and sponsor policies. Medical Research Administration also assists in resolving financial, administrative, or legal questions. In addition, the budgetary and other administrative provisions related to a proposal are closely reviewed. **Early contact with the Medical Research Administration, even at the drafting stage, will help to establish the proper sequence of events and thereby help to assure meeting the desired sponsor's deadline. Please remember that this assistance is our primary goal.**

If you have any questions or concerns, please contact Jill Frazier Tincher, Senior Director, Medical Research Administration, at 305-243-5834.

cc John G. Clarkson, M.D., Senior Vice President for Medical Affairs and Dean
John M. Deeley, Vice President for Administration, Operations, and Planning
Aida Diaz-Piedra, Associate Vice President and Controller

