



Updated December 2008

Office of Research Services for the Health Sciences

Electronic Proposal Submission Process to Grants.gov after January 31, 2009

The process of submitting Grant Applications to Funding Agencies or Sponsors electronically varies. However, there are standard procedures for how grants are received and submitted by the Office of Research Services for the Health Sciences

The basis for completing an application to one of the 26 federal funding agencies begins with completing the application using software called Adobe Reader (formerly Pure Edge viewer). This is the software of choice for Loyola University.

Step One

Download Adobe Reader 8.1 or 8.1.3 to your Desktop

Step Two

Proposals should be completed in accordance with the application guidelines (**Funding Opportunities Announcement**) or (**Agency Guidelines**).

Step Three

A Preliminary (hardcopy) version of a proposal should be delivered to ORSHS at least five days prior to the electronic submission due date.

Step Four

ORSHS will review each proposal to ensure the accuracy of budget, administrative and regulatory compliance information provided in the application; ensure that commitments made in proposals can be honored; and confirm that proposals and awards meet sponsor and Institutional guidelines.

Step Five

After comments or given and if corrections are necessary, a final, ready-to-submit electronic version of the application should be e-mailed to ORSHS (Ponda Barnes and/or Jamie Caldwell) no later than three days prior to the electronic due date.

Step Six

ORSHS will review the final ready-to-submit version and transmit to Grants.gov. Once submitted the PI and assigned Grant Administrator is sent an e-mail confirmation of receipt by the Funding Agency.

***Please note:** Principal Investigators are not required to register as individuals in Grants.gov. Loyola is already registered with the following individual listed as AOR (Authorized Institutional Official) Jamie Caldwell and (Ponda Barnes for Jamie Caldwell)*

Proposal Submission and Review Process

Log-In Procedures

All Proposals, Contract Agreements, Sub award Agreements and Amendments should be brought to ORS (Bldg. 120, suite 400) and logged in the at the front counter. Applications should also include any guidance from the specific funding source or agency.

Clinical Trial Agreements, Sponsored Research Agreements and Material Transfer Agreements are reviewed by Mary Donnelly, Staff Attorney

GUIDELINES

A Routing Forms should be initiated and submitted through the Research Channel located in Loyola Wired, via Portal.

ORS will provide institutional review of all applications for sponsored funding, reviews, and negotiate when necessary, awards prior to acceptance, and accepts awards on behalf of Loyola University Chicago.

Background

The Office of Research Services is required to evaluate each application for funding prior to submission, in order to certify that commitments made can be honored, and verify the accuracy of the information supplied. It is also required to make sure that every proposal conforms to University policies, agency guidelines, and where applicable, federal regulations (for example, those pertaining to animal use, human subjects, conflict of interest).

General Policy

To assure that the Office of Research Services properly executes the Health Sciences' campus responsibilities with adequate time to provide investigators with appropriate feedback on their applications and to insure timely submission to the funding agency, it is recommended that applications with published and/or established deadlines be received by Research Services at least three to five working days prior to the agency's due date. This is especially important for electronic submissions.

Specific Procedures

Proposals with established agency deadlines, please follow general policy to assure that proposal will be submitted in time to reach the agency by its deadline.

Proposals that have no established deadlines will be processed (as soon as possible) or in the order in which they are received depending on the circumstances and the urgency.

Proposal drafts may be submitted to ORSHS for review and comment in advance of the final proposal. Proposal drafts must be received by ORSHS prior to the recommended

three to five working days before the deadline described above. ORSHS will review each proposal to the federal, state, and local governments, foundations, corporations, and associations prior to submission.

We will verify the accuracy of budget and administrative information provided in applications; ensure that commitments made in proposals can be honored; and confirm that proposals and awards meet sponsor and University guidelines. ORSHS staff work with Department Administrators/Grant Administrators (and occasionally PI's) in this process.

ORSHS will ensure that the use of human subjects, animals, biohazards and radioisotopes has been given full safety clearance.

Approval Process

Once the submission and review process is complete, the Proposal, Grant, Contract or Clinical Trial Agreement is endorsed on behalf of Loyola University of Chicago, by the Office of Research Services for the Health Sciences.

Name of Authorized Institutional Officials (Signatories)

Richard H. Kennedy, Ph.D.
Vice President for Health Sciences Research and
Senior Associate Dean for Research
Stritch School of Medicine
Loyola University Chicago
2160 S. First Avenue
Maywood, Illinois 60153
rkennedy@lumc.edu

Dr. Kennedy signs all Industry Sponsored, Sponsored Research and Materials Transfer Agreements for the Health Sciences Campus.

Jamie Caldwell, Director
Office of Research Services for the Health Sciences
Loyola Medicine
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Jamie Caldwell signs all Grant proposals, Sub Awards-Subcontract Agreements, Agency required Approval Letters. Negotiates and accepts awards on behalf of the Health Sciences Campus.