



## **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 prior to 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 work directly with faculty members and University administrators 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.