RESEARCH GRANTS
SUBMITTING AN APPLICATION

All research grant applications require institutional endorsement <u>before</u> they can be submitted to potential sponsors.

When applying for a research grant, complete the items on this checklist and send a request to the Office of Research Services (ORS) -- researchHSD@luc.edu -- so they may review your proposal and provide feedback and endorsement from our institutional official.

Item	Where to Find It	Contacts
☐ **Routing Form** • Complete a routing form. • The routing form must be submitted by the Principal Investigator (PI).	Information Portal > Research Channel	Sue Pugl (ORS) x68537
☐ **Clinician Effort?** • If your budget includes paid clinician effort, we may need to obtain prior approval from the hospital. • The need for prior approval depends upon the clinician's projected cumulative research effort. • Provide ORS with the clinician's name and proposed percentage of effort. • If further action is needed, ORS will provide instructions for obtaining approval.	Contact ORS for details	Sue Pugl (ORS) x68537
☐ **Hospital Resources?** • If your project proposes the use of hospital resources (personnel, facilities, patient data, tissues banks, etc.), you must obtain prior approval from the hospital. • Complete the Hospital Review and Departmental Review tabs of the routing form. • Upon the PI's submission of the routing form, the hospital will be notified to review.	Information Portal > Research Channel > Routing Form > Hospital Review and Departmental Review tabs	Katie Van Meurs (LUMC Clinical Research Office) x64412
☐ **Conflict of Interest Training and Project-Specific Questionnaires** • All personnel associated with this project must have completed **(a)** the Conflict of Interest Stage 1 course online at https://www.citiprogram.org **AND (b)** the project-specific conflict of interest questionnaire within the Research Channel. • Upon the PI's submission of the routing form, each individual will receive an automated email prompting him/her to log in and complete the questionnaire for this particular project.	citiprogram.org **and** Information Portal > Research Channel > Conflict of Interest	Sue Pugl (ORS) x68537
☐ **Responsible Conduct of Research Training** • All personnel associated with this project must have completed the Responsible Conduct of Research training online at https://www.citiprogram.org	citiprogram.org	Sue Pugl (ORS) x68537
☐ **Budget** • Prepare a budget using the budgeting tool located within the project's routing form. • Remember to consider all possible costs, especially personnel salary and fringe benefits, animal purchases and per diem charges, lab supplies, and indirect costs.	Information Portal > Research Channel > Routing Form > Budget Tab	Department/Grant Administrator x68537
☐ **F&A Waiver or Reduction?** • If the project's sponsor does not allow F&A or allows a rate that is less than our standard negotiated F&A rate, provide ORS with evidence of the sponsor's published rate. • If you are proposing that we accept less than our standard negotiated F&A rate and there is no published evidence of the sponsor limiting F&A, you must obtain **prior approval** by submitting an indirect cost wavier/reduction request form to your school's Business Operations Manager, who will review and obtain signature from the Vice Provost for Research.	Project Sponsor **or** ORS' Website - Preaward Administration Page	Business Operations Manager (Samantha Dumm, PARKS; Annie McCormack, MNSON; Kristin Wojtulewicz, SSOM)
☐ **Cost Share (Including In-Kind and/or Matching Funds)?** • If cost share of any type is being proposed, you must obtain **prior approval** by submitting a cost share approval request form to your school's Business Operations Manager, who will review and obtain signature from the Vice Provost for Research.	ORS' Website - Preaward Administration Page	Business Operations Manager (Samantha Dumm, PARKS; Annie McCormack, MNSON; Kristin Wojtulewicz, SSOM)
☐ **Application Form** • Complete the application form to the sponsor's specifications. • If your project utilizes hospital resources in any form (lab services, patients, patient data, space, etc.), you must include LUMC as a performance site. They are a separate entity from the university and must be treated as such.	Project Sponsor	Department/Grant Administrator and/or Sue Pugl (ORS) x68537
☐ **Funding Opportunity Announcement and Instructions** • Please include a copy of or link to the funding opportunity announcement and instructions.	Project Sponsor	Project Sponsor

SAFETY CLEARANCES

You may submit your application form to the sponsor before obtaining the following approvals with the understanding that you will obtain approvals if and when you are to be funded and, of course, prior to beginning any work on the project. However, please note that you must follow regular channels for submission and approval. The IACUC and IRB Committees will not offer special meetings or expedited approvals simply because a PI has waited until the last minute.

☐ **IRB Approval (Humans)** • If the project utilizes human subjects (including tissue and data) you must complete and submit an application to the Institutional Review Board (IRB) Committee. • IRB applications cannot be submitted unless all members of the project's research team have successfully completed the necessary training and certification provided by the Collaborative Institutional Training Initiative (CITI) at https://www.citiprogram.org	Information Portal > Research Channel > Routing Form > Required Approvals Tab	Angie Carrico (IRB) x64608
☐ **IACUC Approval (Animals)** • If the project utilizes animal subjects, you must complete and submit an application to the Institutional Animal Care and Use Committee (IACUC). • IACUC applications cannot be submitted unless all members of the project's research team have received training in the proper care and use of animals in research. For more information, please visit the IACUC's web page or contact the IACUC directly.	Information Portal > Research Channel > Routing Form > Required Approvals Tab	Tony Valero (IACUC) x64288
☐ **IBC Approval (Biohazardous Materials)** • If the project involves biohazardous materials, you must complete and submit an application to the Institutional Biosafety Committee (IBC).	Information Portal > Research Channel > Routing Form > Required Approvals Tab	Matt Hejna (IBC) x66738