SCHOOL OF POLICY, PLANNING AND DEVELOPMENT

MEMORANDUM

TO: SPPD Faculty and Research Staff PIs

FROM: Genevieve Guiliano

RE: Guidelines for proposal submissions

Additions to both our SPPD faculty and Contracts and Grants administration staff make it appropriate to revisit our SPPD policy guidelines for proposal submissions. USC Contracts and Grants has recently transitioned to an electronic submission system. This transition will streamline the process, and will make it easier to check proposals for university and sponsor compliance. The electronic submission process will continue to be managed by our SPPD C&G staff, Nicole Burelli and Elizabeth Gatchalian.

Here are some general policies and guidelines:

All proposals submitted by SPPD faculty or research staff PIs are to be submitted through SPPD and require approval by the Dean's office. All proposals, whether to public agencies or foundations, and whether for research or some other purpose (e.g., student fellowships, conference support, etc.), must be submitted through the SPPD Dean's Office. I will review all proposals and sign off on them on behalf of the Dean.   Additionally, all subcontracts must now be submitted through SPPD and will undergo the same review process as regular grants.

Give our SPPD contracts and grants staff the time they need to do their job. All proposals for sponsored research, regardless of whether submitted by paper or electronically, must be routed through our Contracts and Grants office before submission. As soon as you decide to submit a proposal, please inform Nicole and Elizabeth, and provide the submission deadline and complete the proposal information checklist. At this point, staff will begin working with you on creating your submission budget and organizing your submission materials. For solicited awards, forward a copy of the funding solicitation. For unsolicited awards, forward any available correspondence regarding the parameters of the award.

At least 7 business days prior to the submission date, forward an "administrative shell" of your proposal to Nicole and Elizabeth. The administrative shell should include:

- Application cover sheet from the granting institution (if applicable)
- Budget Justification
- One page summary, project description, or abstract

The administrative shell will be reviewed and forwarded to the University's Office of Contracts and Grants so that they may begin their review. Keep in mind that collaborative proposals with faculty from other USC schools will require additional processing time.

At least 5 business days prior to the submission date, all sponsor required documentation should be either forwarded to Nicole or Elizabeth, or uploaded (but not submitted) onto the electronic submission platform specified by the funding agency. The University's Office of Contracts and Grants will complete their full review and contact you if any changes are needed prior to submission.

Grant submissions are now coordinated and tracked through the University's PreAward Research Information System (PARiS). PARiS is a web-based system that allows for electronic proposal approvals, thus eliminating the need for signature approvals on hard-copy Proposal Approval Records (PAR) documents. Nicole and Elizabeth will largely manage the PARiS process, although all PI's are required to obtain a user name and password, and will be required to electronically "agree to participate" in each research project proposed. User Names can be requested at https://paris-scera.usc.edu/PARiS/.

As you prepare your proposals, keep in mind that if awarded the grant you will be required to have completed the University's Grants Management Training course and may be subject to Human Subjects review. In recognition of the fact that the responsibilities of investigators are rapidly evolving and that maintaining up to date knowledge in this critical area is difficult, the University has developed the Grants Management Education Program and made it a requirement that all Principal Investigators, co-investigators, and research administrators listed on the PAR or requesting expenditure authority on a sponsored project account must complete at least one course every three years. To learn more about the Grants Management Education program and to register for a class, please visit: http://ooc.usc.edu/ResearchCompliance/GrantsMangEdProgram/index.cfm.

Requirements for human subjects review is more broadly applied each year. Please assume that you will have to go through the Institutional Review Board (IRB) process and at least request an exemption, and time your proposal preparation accordingly. IRB submissions are submitted and tracked through the University's Information on the University's IRB Submission Tracking and Review system (iSTAR). More information on the IRB process can be found at http://www.usc.edu/admin/provost/oprs/upirb/howto/.

Finally, I'd like to announce the creation of a new research administration intranet page on the SPPD website. This page will include documents and links pertinent to pre- and post-award administration, and can be found at http://www.usc.edu/schools/sppd/intranet/research_admin.html. Information will be added and updated regularly, and Nicole and Elizabeth welcome suggestions on how this resource can be most helpful to our faculty.