

CHILDREN'S HOSPITAL AND REGIONAL MEDICAL CENTER
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Office of Sponsored Research
POLICY NUMBER: OSR-04
REPLACES: _____
EFFECTIVE DATE: October 1, 2004
REVISION DATE: June 15, 2005

POLICY TITLE: Preparation, Review and Submission of Sponsored Project Proposals

POLICY:

All Research sponsored project proposals must be submitted to the OSR for review and institutional sign-off prior to presentation/submission to the sponsor.

PROCEDURE:

1. The Office of Sponsored Research (OSR) is the central administrative office responsible for:
 - a. Processing proposals (including obtaining required endorsements); and
 - b. Accepting awards on behalf of Children's Hospital and Regional Medical Center.
2. All Research applications, proposals, and contracts must be submitted to the OSR for review, revision, and institutional sign-off prior to submission to the sponsor. There are no exceptions to this rule.
3. Investigators are encouraged to submit budget outlines to OSR early in the proposal development stage. Adequate lead-time is needed for budget generation and review prior routing for endorsements. All budgets must be developed in partnership with the OSR. Budgets should not be presented or discussed with the sponsor(s) or potential sponsor(s) prior to discussion and review with the appropriate Sponsored Projects Officer, to avoid potential misstatement of costs involved.
4. OSR requires five (5) business days to review and endorse proposals. The OSR reviews them in the order in which *completed* proposals are received.
5. Any proposals for activities involving (1) human subjects (medical or non-medical research), (2) laboratory animals, (3) radiological hazards, or (4) biohazardous agents, including recombinant DNA, require the approval of a protocol by the appropriate

Committee before any work can be initiated. These Committees assure Children's Hospital and Regional Medical Center's compliance with applicable federal regulations in these areas.

6. All proposals for extramural support shall be reviewed by the OSR for compliance to sponsor and hospital requirements/policies. Investigators are encouraged to review all hospital policies pertaining to research and extramural funding.
7. Proposals shall follow Policy OSR-10 regarding institutional sign-off on all proposals.
8. The Research Division reserves the right to refuse any grant award based on a proposal not reviewed and endorsed by the OSR.

Approved by:



Director, Research Finance & Sponsored Projects



Date