TITLE OF POLICY: GUIDELINES FOR SUBMITTING TRAINING PROPOSALS

DATE EFFECTIVE: April 22, 2014

LAST REVIEWED/REVISED: April 22, 2014

POLICY: All faculty training proposals planned for submission to any funding agency (internal or external) must receive both scientific and budget approval. Proposals that do not follow this policy are at risk of not being accepted by the University upon award. The purpose of this policy is to ensure the quality of training proposals submitted by faculty from the School of Nursing.

PROCEDURE:
Core procedures for submitting training proposals are presented below:

1. Submit a brief abstract to the Associate Dean for Graduate Clinical Education along with the funding opportunity. When the call for proposals only permits one submission, the determination about submission will be made based on (1) School of Nursing needs and (2) the match between the proposed project and the funding opportunity. Abstracts will be reviewed by the School of Nursing (SON) administration and individuals will be notified to move forward or not to do so.

2. If the proposal is approved to move forward, the faculty member’s department chair needs to approve submitting it.

3. Once department chair permission is obtained, schedule a meeting with the SON Office of Grants Management 6 to 8 weeks prior to the submission deadline to discuss the submission process and begin to develop the budget. During the meeting, the PI should provide (1) a draft title of the project; (2) the funding opportunity being applied for (e.g., HRSA-##-###); and (3) a list of the investigators involved (e.g., Co-PI, Co-I, consultants, subcontracts), indicating whether or not each investigator is from the University of Pittsburgh. If the proposal is in response to a HRSA call for proposals, the Grants’ Manager will inform the PI when the E-Handbook (EBH) account needs to be established. The timeframe varies with the type of proposal.

4. One month prior to the due date, a draft of the grant needs to be submitted for scientific review. The PI will email a copy of the draft proposal to the Associate Dean for Graduate Clinical Education who will email the proposal along with the SON Scientific Review Form to two reviewers who will be asked to complete and return the review form and comments to the PI and the Associate Dean for Graduate Clinical Education within the agreed upon timeframe. The reviewers for training grants may be individuals outside the University of Pittsburgh, inside the University but external to the SON or in the SON. The PI may be asked to identify individuals with the requisite expertise to review the proposal.

5. The Associate Dean for Graduate Clinical Education will meet with the PI to discuss the reviews. If minor or no revisions are required, the proposal will be approved for submission to the Office of Research if required or, if not required, to the funding agency. If major revisions are necessary the PI will be informed that the application requires substantial revision and re-review prior to submission.
5. The Associate Dean for Graduate Clinical Education will notify the Office of Grants Management when the proposal has been scientifically reviewed and approved for submission.

Approved by Administration 4/14
Reviewed 13-14, Revised

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SCHOOL OF NURSING TRAINING GRANT TRACKING FORM

PI: ___________________________________________________________________________________________________

Title of grant: __________________________________________________________________________________________

Proposal preparation approval:

____________________________________________________  ______________________
Department Chair  Date

____________________________________________________  ______________________
Associate Dean, Graduate Clinical Education  Date

Attachment: