University of Pittsburgh
Health Sciences
School of Nursing

ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

Guidelines for Submitting Training Proposals

Date Effective	April 22, 2014
Date Reviewed / Revised	April 2, 2025
Program Level	Administrative

REVIEW OF EDUCATION-RELATED PROPOSALS PRIOR TO SUBMISSION

POLICY:

Any proposal that has potential to impact the School of Nursing's education-related activities that will be submitted to any funding agency (internal or external) by any individual regardless of their affiliation with the School of Nursing must receive both scientific and budget approval. All education-related proposals that will impact the School of Nursing's education-related activities must have a School of Nursing faculty member as key personnel*. Proposals that do not follow this policy are at risk of not being submitted to the funding agency, at risk of being withdrawn from the funding agency, or not being accepted by the University upon award. The purpose of this policy is to ensure the quality of educational proposals submitted that could have an impact on the education provided by the School of Nursing and potentially accreditation of its educational programs.

*Key personnel exemplars include Principal Investigator, Multiple Principal Investigator, CoInvestigator, Consultant.

PROCEDURE:

Core procedures for submitting educational 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 School of Nursing key personnel's department chair needs to approve submitting it and needs to approve involvement in the proposed project and the percent effort proposed.
3. Once department chair(s) or supervisor's permission is obtained, follow proposal submission procedures set forth by the Office of Research and Scholarship.
4. One month prior to the due date, a draft of the grant needs to be submitted for scientific review. The School of Nursing key personnel 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 within the agreed upon timeframe. The reviewers for these grants may be individuals outside the University of Pittsburgh, inside the University but external to the SON or in the SON. The SON faculty member 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 Sponsored Projects if required or, if not required, to the funding agency. If major revisions are necessary, the SON faculty member will be informed that the application requires substantial revision and re-review prior to submission.
6. The Associate Dean for Graduate Clinical Education will notify the Office of Grants Management when the proposal has been reviewed scientifically and approved for submission.
7. The department chair where the PI resides is responsible for providing written final approval of the budget and budget justification.
8. Grants analysts should 1) receive the signed proposal tracking form (see below), and 2) receive final proposal documents at least 5 business days prior to the funding agency deadline. Proposals that do not meet this deadline are at risk of not being submitted by the funding agency deadline.

Attachments:
Grant Proposal Tracking Form (PDF)

APPROVAL & REVISION HISTORY

Approved by Administration 4/14, 4/25
Revised 1/15, 4/25