

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING
ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: **GUIDELINES FOR SUBMITTING EDUCATION PROPOSALS**

DATE EFFECTIVE: **April 22, 2014**

LAST REVIEWED/REVISED: **January 27, 2015**

POLICY: All faculty education-related 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 educational proposals submitted by faculty from the School of Nursing.

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 key personnel's department chair or supervisor needs to approve submitting it. All proposed key personnel's department chair or supervisor also needs to approve his/her involvement in the proposed project and the percent effort proposed.
3. Once department chair(s) or supervisor's 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 key personnel involved (e.g., Co-PI, Co-I, consultants, subcontracts, faculty, staff), 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.
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 be 1) notified in writing that scientific and budget approval have been granted, and 2) receive final proposal documents from the PI at least 10 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.

Approved by Administration 4/14

Reviewed 1/15, Revised 1/15

Attachments: Tracking Form, Scientific Review Form

SCHOOL OF NURSING EDUCATIONAL GRANT PROPOSAL TRACKING FORM

PI: _____

Title of grant: _____

Proposal preparation approval:

Department Chair

Date

Associate Dean, Graduate Clinical Education

Date

SCHOOL OF NURSING SCIENTIFIC REVIEW FORM: EDUCATION GRANT PROPOSALS

Confidentiality and Conflict of Interest: Application and review materials are confidential. If you feel you have a conflict of interest or cannot review the proposal objectively, please inform the Associate Dean for Clinical Education (Sandy Engberg) so that another reviewer may be assigned.

Please check here if you wish to remain anonymous

Application Title _____

Project Director _____

Funding Agency: _____ Award Mechanism (if pertinent) _____

Date Sent to Reviewer _____ Review Due Date _____

Impact	Scoring Guidelines for Review Criteria and Impact
High Impact	1. Exceptional
	2. Outstanding
	3. Excellent
Moderate Impact	4. Very Good
	5. Good
	6. Satisfactory
Low Impact	7. Fair
	8. Marginal
	9. Poor

Overall Impact: Provide an overall impact score to reflect your assessment of the likelihood for the project to exert a sustained, powerful influence on the education field(s) involved. Please pay particular attention to the specific aims and ensure that they mesh with the proposed work.

Overall Impact Score (circle) 1 2 3 4 5 6 7 8 9

Core Review Criteria (circle)

Need 1 2 3 4 5 6 7 8 9

Response 1 2 3 4 5 6 7 8 9

Evaluative Measures 1 2 3 4 5 6 7 8 9

Impact 1 2 3 4 5 6 7 8 9

Resources/Capabilities 1 2 3 4 5 6 7 8 9

Budget Requested 1 2 3 4 5 6 7 8 9

Additional Review Criteria (circle)

Clarity and Organization 1 2 3 4 5 6 7 8 9

Human Subject Protection (if applicable) 1 2 3 4 5 6 7 8 9

(circle) Acceptable as is Acceptable with minor revisions Needs substantial revision and re-review

Return review form and comments via email to Sandy Engberg in the OOD, 350 Victoria Building