

ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING

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**TITLE OF POLICY:** STUDENT AND POST-DOCTORAL FELLOW RESEARCH PROPOSAL  
REVIEWS

**DATE EFFECTIVE:** 11/15/2016

**LAST REVIEWED/REVISED:** FEBRUARY 2024

**POLICY:** All student and post-doctoral research proposals planned for submission to any funding agency (internal or external) must receive scientific review by the student's or post-doctoral fellow's mentoring or research team, and budget approval by the relevant department chairs and Associate Dean for Research and Scholarship. Proposals that do not follow this policy are at risk of not being submitted to the funding agency or not being accepted by the University upon award. The purpose of this policy is to ensure the quality of research proposals submitted by student and post-doctoral fellow researchers from the School of Nursing.

**PROCEDURE:**

Core elements of procedures for submitting grants are presented below.

1. The student and faculty sponsor, or post-doctoral fellow principal investigator (PI) meets with the department Vice Chair for Research (VCR) or research mentor/faculty sponsor at least 2-3 months prior to the SON Office of Grants Management submission deadline to discuss the proposal, departmental processes of submission, required documents, timeline, and development of the budget. The Grant Submission Timeline is given to the PI and reviewed with particular attention to the information needed to begin development of the budget. The department grants analyst is notified of the planned submission.
2. The student/fellow and their faculty sponsor schedules an appointment with the department grants analyst to meet and discuss the submission process and begin development of the budget.
3. The student/fellow and their faculty sponsor will meet throughout the submission process.
4. The faculty sponsor alerts the VCR that the application has been reviewed and approved by the student's dissertation committee or the postdoctoral fellow's mentoring committee and the VCR will provide scientific review approval to the grants analyst.
5. Grants analysts should receive final proposal documents from the student/fellow and their faculty sponsor 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.
6. Once a research proposal has undergone budget and scientific review, components of the original approved proposal may be submitted to other funding sources without undergoing additional scientific and/or budget reviews at the discretion of the VCR.

Approved by Dean's Council: 11/15/2016

Reviewed: 11/15/2016, 2/2024