JABSOM Grants Development Office (GDO)
April 2017

Guidelines for Proposal Submission at JABSOM

As of February 16, 2012, the Office of Research Services (ORS) has required institutional authorization of all extramural funding proposals via the myGRANT system. As part of this process, GDO will review, on behalf of the Dean of JABSOM, all JABSOM proposals and contracts that are submitted via the myGRANT system.

Responsibilities of the Principal Investigators and Department Chairs

A. Eligibility and Availability of Resources
   a. PI must be in a UH Board of Regents appointed position.
   b. PI must review full proposal for compliance with application guidelines.
   c. PIs should discuss their proposals with their Unit Director or Department Chair prior to obtaining internal approvals. This discussion should arrange the allocation of Research and Training Revolving Funds (RTRF), commitment of possible Department resources, availability of effort, and appointment of personnel necessary for the project. Documentation of any institutional support and/or cost sharing should be obtained from the authorized provider.
   d. PI is responsible for verifying salary and fringe rates with the department’s fiscal administrator.

B. Advance Notification of Intent to Submit
   Prior to initiation of a proposal, a representative for the project should send an e-mail to Jabsom-grantdev@lists.hawaii.edu that outlines the “intent to submit a proposal.” The following information is requested:
   a. Name and Department of PI.
   b. Sponsor/Awarding agency.
   c. Link to Solicitation or Request for Proposals (RFP)/Funding Opportunity Announcement (FOA).
   d. Submission Deadline.
   e. Additional notes/comments, including: Restrictions of RFP (cost matching, institutional support, indirect cost limit, limited submission, etc.). If submitting to NIH, specify the application type (e.g., R01, R21, etc.).

C. Compliance with Institutional Guidelines
   a. PI must review and understand University of Hawaii extramural funding guidelines and ORS Compliance policies.
   b. If applicable, PI will be required to obtain Indirect Cost Waiver approvals from the Dean and Vice Chancellor for Research. It should be noted that voluntary waivers of indirect costs are highly discouraged.
   c. Significant Financial Conflicts of Interest (FCOI) must be disclosed prior to final submission.
   d. The PI should allow no less than five (5) business days for the myGRANT document to complete the internal approval workflow. More time may be required, depending on the scale or complexity of the project, as well as periods when numerous grants are due simultaneously.

Responsibilities of GDO

A. Standard Review and Submission
   GDO will:
   a. Review JABSOM proposal documents for budgetary accuracy and consistency within the proposal.
   b. Verify that all JABSOM commitments and cost sharing are properly documented.
   c. Review documentation for third-party commitments (e.g., subrecipients).
   d. Confirm correct use of Indirect Cost rate, and/or documentation of Indirect Cost waiver.
   e. Notify the Dean of upcoming proposals requiring his/her approval.

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f. Establish communication with the Fiscal department and ORS to facilitate the internal approval process.

Given at least five (5) business days prior to the deadline, GDO will also review and provide feedback for the following:

- Proposal’s compliance with RFP requirements for the purposes of administrative and/or scientific review.
- Proposal’s compliance with sponsor guidelines (e.g., formatting, page limits, etc.) for the purposes of minimizing errors/warning messages at the time of ORS submission.
- Completion of myGRANT document for ORS review.

Allowing fewer than five business days to complete the myGRANT routing process incurs risk to the timely submission of the proposal, and may not receive a full review by GDO. An illustration of the myGRANT levels of approval¹ is shown below:

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A. Other Services Available

The Standard Review and Submission procedures take precedence over other forms of GDO support. With more lead time, GDO can provide the following services in addition to the Standard Review:

- Pre-review myGRANT proposals (with myGRANT access rights) before PI submission for internal approval. Pre-reviews require additional time and must be requested prior to five (5) business days before the application due date.
- In-person meetings to discuss plans for submission.
- Provide one-on-one myGRANT guidance to PIs and/or project personnel.
- Review biosketches.
- Interpret sponsor and RFP requirements.
- Contact sponsor as necessary.
- Communicate with ORS to facilitate timely submission of application.
- Prepare RFP summary and checklist for program or infrastructure grants.

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¹ Complex proposals involving extensive institutional commitments and personnel may require additional levels of approval beyond those shown in the illustration.

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