PRINCIPAL INVESTIGATOR’S FINAL REVIEW AND RESPONSIBILITIES

The principal investigator should review the proposal to determine that agency guidelines have been followed, grammar and spelling errors have been corrected, no pages are missing, attachments are complete and copies are readable. During the final review and before submittal, consider the following:

- Is the proposal complete?
- Does the budget provide for the recovery of facilities and administrative (F&A) costs at the appropriate established rates?
- Has “Charles Drew University of Medicine and Science” been identified as the applicant’s organization?
- If another campus, institution, or facility is participating, is there a letter of intent to cooperate enclosed in the proposal?
- If release time is being requested, have the department chair and dean(s) of the college been consulted?
- If another institution is involved or a subcontract being requested, has the Office Grants, Contracts and Compliance been contacted?
- Are the appropriate signatures on the cover page?
- Have the Request for Proposal Approval and Submission (RPAS) form been prepared?
- If academic personnel from other departments are involved, have signatures of approval from their department chairs and been obtained on the RPAS and proposal?
- Does the project involve the use of animals? Has a protocol been prepared?
- Does the project involve human subjects? Has a protocol been prepared?
- Does the project involve recombinant DNA? Has the Office of Research been contacted regarding a protocol?
- Does the laboratory meet environmental health and safety standards required for the project? Contact the Office of Research for information and policies.
- Have sufficient copies of the proposal been prepared for the principal investigator, co-investigators, and other project personnel, the sponsor, the department, the dean’s office, and the Office of Research and the Office of Sponsored Programs?
- Have the RPAS been reviewed for correctness?
DEADLINES

Most sponsors adhere to their published deadlines and may return late proposals. The Office of Sponsored Programs requests at least five (5) working days for review.