



CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE

Office of Sponsored Programs

Request for Proposal and Submission (RPAS) Form Policy

Request for Proposal and Submission (RPAS) Form is to be completed by the Principal Investigator or a (PI)/Project Director (PD) and routed with a copy of the full proposal to appropriate administrative personnel for an internal review and approval recommendation by signature prior to submission. Signatures are required from the PI, Chair/Cluster Leader, Dean and Executive Vice President for Research and Health Affairs, additional signatures (i.e. Human Subjects-IRB, Animal Use-IACUC etc.) may be required. Be aware of signatories' travel and other absences that may interfere in collecting signatures on time.

A project needs a new RPAS Form if

- The original project period is extended beyond the initial project period, and additional funding and/or a new scope of work is awarded that was not previously anticipated;
- It was proposed/submitted as a multi-year project and the next anticipated funding increment is being awarded.

A project does not need a new RPAS if

- The project period is extended by the sponsor
- Additional funds are provided by the sponsor, but there is no change in scope of work or budget