

**The College of Arts, Science and Engineering  
Sponsored Project Sign-off Policy and Procedure  
December 2020**

Most sponsored project proposals in compliance with University and The College of Arts, Science and Engineering policy require no comment or action by the Dean's Office. However, proposals that meet the following criteria must be approved by the Dean's office prior to ORPA's final review.

1. Projects requiring additional/new space to be assigned or the renovation/modification of current space or facilities.
2. Projects involving University cost sharing or any subsidization of project costs, mandatory or voluntary, including faculty effort.
  - Proposed cost sharing must be indicated in a cost-sharing budget in the IORA funding proposal. The completion of cost sharing as part of budget reconciliation will be required at the time of award and annually as necessary. If there is a change in the cost sharing commitment, a new ancillary review for the Dean's Office will be required. A cost sharing form 150 may be required in certain circumstances.
3. Projects requesting less than the maximum allowable current UR Facilities and Administrative (F&A) cost rate unless the sponsor's written policy indicated a lower F&A rate.
  - Current rates for research and clinical trials may be found on the [ORPA website](#).
4. Projects requesting Off-Campus UR Facilities and Administrative (F&A) cost rate.
5. Projects involving F&A cost sharing with other UR schools, colleges or divisions.
  - Shared F&A costs require the completion of Sharing of Indirect Cost Recovery form available on the [ORPA Website](#). The PI should include with the proposal the detailed calculation that supports the summarized figures on the Sharing of Indirect Cost Recovery form.
6. Small Business Innovative Research Grants (R 43), Small Business Technology Transfer Grants (R41).
7. Program Projects (P01), Center grants (P50 or P60) or other similar type proposals to non-NIH sponsors.
8. Any projects where the total direct costs exceed \$500,000 per year.
9. Any project in which the Department Chair is the Principal Investigator.
10. Any project which deviates from UR stated policy as to who may serve as Principal Investigator.
11. *All "Renewals" which fall into any of the above criteria.*
12. *All "Continuations" which have significant changes which affect any of criteria.*
13. *Pre-proposals that fall under criteria 1, 2 or 3 above.*

## Procedure

All applications, requests for cost sharing, and F & A waivers require the review and approval of the Department Chair/Director and/or designated departmental administrator. Proposals requiring Dean's Office review and approval should be made available in IORA with all necessary attachments (SOW, detailed budget, budget justification) with any other information made available by e-mail to: Cynthia "Cindy" Gary [cindy.gary@rochester.edu](mailto:cindy.gary@rochester.edu) for Hajim; Lindsey (Junge) Harrington [lindsey.junge@rochester.edu](mailto:lindsey.junge@rochester.edu) for Arts & Sciences.

The PI or PI's designee will be contacted with any concerns.

The Dean's Office requires that any proposals involving criteria 1-13 be brought to the Dean's Office's attention *well in advance of the proposal due date*. At least five business days are required by ORPA to review all proposals.

Revised: 10/12/21