

**School of Medicine and
Dentistry
Sponsored Project Sign-Off Policy and
Procedure**

Most sponsored project proposals in compliance with University and School of Medicine and Dentistry 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 involving University cost sharing or subsidization of study costs.
 - Proposed cost sharing must be indicated in Question #3 on the internal sign off. The completion of a Cost Sharing Commitment form will be required at the time of award.
2. 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.
 - If a waiver of F & A cost rates has been discussed with and agreed to by the Dean's Office, a copy of the approval should be submitted with the proposal.
 - Current rates for research and clinical trials may be found on the ORPA website.
3. Proposals for which the off campus F & A rate is utilized.
4. 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.
5. Projects requiring additional/new space to be assigned or the renovation/modification of current space or facilities.
6. Program Projects (PO1), Center grants (P50 or P60) or other similar multi-project proposals to non-NIH sponsors.
7. Small Business Innovative Research Grants (R 43) and Small Business Technology Transfer Grants (R41).
8. Any project where direct costs exceed **\$250,000** in any budget year.
9. All training grants.
10. Grants for which a Department Chair or Center Director serves as the Principal Investigator to provide "one level up" approval.

Procedure

All applications, requests for cost sharing, and F & A waivers require the review and approval of the department chair and/or designated departmental administrator. Proposals requiring Dean's Office review and approval should be scanned and e-mailed to: Donna_Galloway@urmc.rochester.edu and Brian_Vanwuyckhuysen@urmc.rochester.edu.

The PI or PI's designee will be contacted with any concerns. Approved sign offs will be emailed back to the department for their forwarding to ORPA.

The Dean's Office continues to require one business day to review a proposal.