

April 8, 2003

MEMORANDUM

TO: College Deans

FROM: Wendy Baldwin, Ph.D.
Vice President for Research

SUBJECT: Streamlining Proposal Routing

In an effort to reduce the administrative burden associated with submission of proposals to external funding agencies, I am implementing a change that will reduce the signature requirements for the *Internal Approval Form* (IAF). Effective immediately, the signature of the Vice President (VP) or Associate Vice President (AVP) for Research will not be required when all of the following circumstances exist:

- The budget request to the sponsor includes the appropriate full federally negotiated Facilities and Administrative (F&A) Cost rate;
- There is no cost sharing commitment from the VP or AVP;
- Total direct match from all university sources does not exceed 25% of the total direct cost of the project (e.g. if the direct cost request to the sponsor is \$75,000, the VP signature is required only when university direct cost match exceeds \$25,000).
- Is not a Human Clinical Study.

When the VP or AVP signature is required, rather than attaching the complete proposal, please provide the following documents: the complete detailed budget and justification pages from the proposal and an abstract. Further, if there is a request to accept less than full indirect cost recovery, a copy of the published policy that limits the amount of F&A that may be charged must be attached

This is just the first step in a broader effort to streamline processes associated with proposal submission. We are currently reviewing the IAF with one goal being a reduction in the amount of information collected at the time of proposal submission. Your feedback regarding the form is welcome.

If you have any questions or comments about this policy change, please contact me or Deborah Davis in the Office of Sponsored Projects Administration.