

WHO IS RESPONSIBLE? Contract & Grant Pre-Award Process

PRINCIPAL INVESTIGATOR / DEPARTMENT	SCHOOL	OFFICE OF SPONSORED PROJECTS
<ul style="list-style-type: none"> • Individual is eligible to be principal investigator • Scientific merit within role/scope of department • Proposal meets requirements of sponsor • Adequate budget requested to support project for all years • Salary support requested is equal to proposed level of effort • Verification of salaries/financial review • Full recovery of all costs associated with project • Cost-sharing acknowledged/requested, providing amount and source of funding • Willingness to participate from co-investigators and consultants • Obtain subcontract documents from collaborators outside UTHSC-H • Secure assurances for conflict of interest, animal research, chemical hazards, human subjects/material, radioactive materials, biological agents • Complete R & A form with required attachments/approvals 	<ul style="list-style-type: none"> • Scientific merit within research & educational objectives of school (MS responsibility delegated to chairs) • Meets financial interests of school • R&A form approvals including those for multiple schools/departments • Approval of indirect cost waiver and cost-sharing • Additional space or renovations 	<ul style="list-style-type: none"> • Financial review for accuracy and sponsor compliance • Administrative review for sponsor compliance • Review for compliance with institution, UT System and State requirements. • Assurances for animal research, biohazards, chemical hazards, human subjects, radioactive materials, research conflicts of interest • Authorized institutional signature on application • Final review of subcontract documents • Approval of cost-sharing and indirect cost waivers (HSC Fin. & Admin.)