RESEARCH GRANTS
SUBMITTING AN APPLICATION

All research grant applications require institutional endorsement <u>before</u> they can be submitted to potential sponsors.

When applying for a research grant, complete/gather the items on this checklist and send a request to the Office of Research Services (ORS) -- researchHSD@luc.edu -- so they may review your proposal and provide feedback and endorsement from our institutional official.

	Where to Find It	Contacts
Routing Form • Complete a routing form. • The routing form must be submitted by the Principal Investigator (PI).	Information Portal > Research Channel	Sue Pugl (ORS) x68537
Clinician Effort? • If your budget includes paid clinician effort, we may need to obtain prior approval from the hospital. • The need for prior approval depends upon the clinician's projected cumulative research effort. • Provide ORS with the clinician's name and proposed percentage of effort.	Contact ORS for details	Sue Pugl (ORS) x68537
Hospital Resources? • If your project proposes the use of hospital resources (personnel, facilities, patient data, tissues banks, etc.), you must obtain prior approval from the hospital. • Complete the Hospital Review and Departmental Review tabs of the routing form. • Upon the PI's submission of the routing form, the hospital will be notified to review.	Information Portal > Research Channel > Routing Form > Hospital Review and Departmental Review tabs	Katie Van Meurs (LUMC Clinical Research Office) x64412
Conflict of Interest Training and Project-Specific Questionnaires • All personnel associated with this project must have **(a)** completed the Conflict of Interest Stage 1 course online at https://www.citiprogram.org **AND (b)** completed the project-specific conflict of interest questionnaire within the Research Channel. • Upon the PI's submission of the routing form, each individual will receive an automated email prompting him/her to log in and complete the questionnaire for this particular project.	citiprogram.org **and** Information Portal > Research Channel > Conflict of Interest	Sue Pugl (ORS) x68537
Responsible Conduct of Research Training • All personnel associated with this project must have completed the Responsible Conduct of Research training online at https://www.citiprogram.org	citiprogram.org	Sue Pugl (ORS) x68537
Budget • Prepare a budget using the budgeting tool located within the project's routing form. • Remember to consider all possible costs, especially personnel salary and fringe benefits, animal purchases and per diem charges, lab supplies, and indirect costs.	Information Portal > Research Channel > Routing Form > Budget Tab	Department/Grant Administrator x68537
F&A Waiver or Reduction? • If the project's sponsor does not allow F&A or allows a rate that is less than our standard negotiated F&A rate, provide ORS with evidence of the sponsor's published rate. • If you are proposing that we accept less than our standard negotiated F&A rate and there is no published evidence of the sponsor limiting F&A, you must submit an indirect cost wavier/reduction request form to your school's Business Operations Manager, who will review and obtain signature from the Vice Provost for Research.	Project Sponsor **or** ORS' Website - Preaward Administration Page	Business Operations Manager (Samantha Dumm, PARKS; Annie McCormack, MNSON; Kristin Wojtulewicz, SSOM)
Application Form • Complete the application form to the sponsor's specifications. • If your project utilizes hospital resources in any form (lab services, patients, patient data, space, etc.), you must include LUMC as a performance site. They are a separate entity from the university and must be treated as such.	Project Sponsor	Department/Grant Administrator and/or Sue Pugl (ORS) x68537
Application Instructions • Unless the application is going to a major sponsor (NIH, AHA, etc.), please include a copy of or link to the application's instructions.	Project Sponsor	Project Sponsor

SAFETY CLEARANCES
You may submit your application form to the sponsor before obtaining the following approvals with the understanding that you will obtain approvals if and when you are to be funded and, of course, prior to beginning any work on the project. However, please note that you must follow regular channels for submission and approval; the IACUC and IRB Committees will not offer special meetings or expedited approvals simply because a PI has waited until the last minute.

IRB Approval (Humans) • If the project utilizes human subjects (including tissue and data) you must complete and submit an application to the Institutional Review Board (IRB) Committee. • IRB applications will not be accepted until all members of the project's research team have successfully completed the necessary training and certification provided by the Collaborative Institutional Training Initiative (CITI) at https://www.citiprogram.org	Information Portal > Research Channel > Routing Form > Required Approvals Tab	Angie Carrico (IRB) x64608
IACUC Approval (Animals) • If the project utilizes animal subjects, you must complete and submit an application to the Institutional Animal Care and Use Committee (IACUC). • IACUC applications will not be accepted until all members of the project's research team have received training in the proper care and use of animals in research. For more information, please visit the IACUC's web page or contact the IACUC directly.	Information Portal > Research Channel > Routing Form > Required Approvals Tab	Tony Valero (IACUC) x64288
IBC Approval (Biohazardous Materials) • If the project involves biohazardous materials, you must complete and submit an application to the Institutional Biosafety Committee (IBC).	Information Portal > Research Channel > Routing Form > Required Approvals Tab	Matt Hejna (IBC) x66738