RESEARCH GRANTS

SUBMITTING AN APPLICATION

All research grant applications require institutional review and endorsement before they can be submitted to potential sponsors.
When applying for a research grant, complete the items on this checklist and send a request to the Office of Research Services' Grant Administration (ORS-GA) Office -- researchHSD@luc.edu -- so they may review your proposal and provide feedback and endorsement from our institutional official.

	Where to Find It	Contacts
☐ **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-GA) 464-220-9660 researchhsd@luc.edu
☐ **Conflict of Interest Training** • **All personnel** associated with this project must have completed the Conflict of Interest Stage 1 course online at https://www.citiprogram.org	citiprogram.org	Sue Pugl (ORS-GA) 464-220-9660 researchhsd@luc.edu
☐ **Research Security Training** • **All senior/key personnel** associated with this project must have completed the Research Security Training (Combined) course online at https://www.citiprogram.org • Training must be renewed annually.	citiprogram.org	Sue Pugl (ORS-GA) 464-220-9660 researchhsd@luc.edu
☐ **Cayuse SP Proposal Form** • https://luc.app.cayuse.com/ then go to Products > Sponsored Projects > Start New Proposal • Complete the Proposal form. • The Proposal form must be certified by the Principal Investigator (PI) and any Multiple Principal Investigators and/or Non-Faculty Principal Investigators (if applicable)	Cayuse > Sponsored Projects > Proposal Form	Sue Pugl (ORS-GA) 464-220-9660 researchhsd@luc.edu
☐ **Budget and Budget Justification** • Prepare a budget and budget justification (narrative) for the project, considering all possible costs; especially, personnel salary and fringe benefits, animal purchases and per diem charges, lab supplies, and indirect costs.	Either use the sponsor's budget form or obtain a template from your department or ORS-GA	Department/Grant Administrator
☐ **F&A Waiver or Reduction?** • If the project's sponsor does not allow F&A or restricts the rate to one that is less than our standard negotiated F&A rate, provide ORS-GA 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 obtain **prior approval** by submitting 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	School Business Operations Manager (Samantha Dumm, PARKS; Annie McCormack, MNSON; Kristin Wojtulewicz, SSOM)
☐ **Cost Share (Including In-Kind and/or Matching Funds)?** • If cost share of any type is being proposed, you must obtain **prior approval** by submitting a cost share approval request form to your school's Business Operations Manager, who will review and obtain signature from the Vice Provost for Research.	ORS' Website - Preaward Administration Page	School Business Operations Manager (Samantha Dumm, PARKS; Annie McCormack, MNSON; Kristin Wojtulewicz, SSOM)
☐ **LUMC (Hospital) Resources?** • If your project proposes the use of LUMC (hospital) resources, you must obtain **prior approval** from the hospital. • LUMC (hospital) resources includes effort being pledged by clinicians and any of the following: data, specimens, patients, services, facilities, equipment, and/or other personnel • Complete the Hospital Review tab of the Cayuse SP Proposal form. • Upon clicking the "Route for Review" button of the Cayuse SP Proposal form, the hospital will be notified to review.	Cayuse > Sponsored Projects > Proposals	Magaly Mendoza (LUMC Clinical Research Operations Office) Magaly.Mendoza@luhs.org
☐ **Conflict of Interest Project-Specific Disclosures** • All senior/key personnel associated with this project must have completed the project-specific Conflict of Interest (COI) Disclosure within the Cayuse Outside Interests module. • Upon clicking the "Route for Review" button of the Cayuse SP Proposal form, each of the senior/key personnel will receive an automated email prompting him/her to complete the COI Disclosure for this particular project. • Users can access the COI Disclosure form either via their Task list on the Cayuse landing page or by going into the Cayuse Outside Interests module.	Cayuse > Task List or Cayuse > Outside Interests	Linda Millbrandt (COI Co-Chair) 464-220-9662
☐ **Application Form** • Complete the application form to the sponsor's specifications. • If the application is to a federal sponsor, complete it using the Cayuse PS2S module (https://luc.app.cayuse.com/ then go to Products > Proposals (S2S) • If the application is to another sponsor, provide ORS-GAO with either instruction of how to access it online (if available) or a pdf of the application form.	Cayuse > Proposals (S2S) or Project Sponsor	Department/Grant Administrator and/or Sue Pugl (ORS-GA) 464-220-9660 researchhsd@luc.edu
☐ **Funding Opportunity Announcement and Instructions** • Please include a copy of or link to the funding opportunity announcement and 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.

	Where to Find It	Contacts
☐ **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. • https://luc.app.cayuse.com/ then go to Products > Human Ethics • IRB applications cannot be submitted unless 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	Cayuse > Human Ethics	Angie Carrico (IRB) 464-220-9663
☐ **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). • https://luc.app.cayuse.com/ then go to Products > Animal Oversight • IACUC applications cannot be submitted unless 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.	Cayuse > Animal Oversight	Tony Valero (IACUC) 464-220-9504
☐ **IBC Approval (Biohazardous Materials)** • If the project involves biohazardous materials, you must complete and submit an application to the Institutional Biosafety Committee (IBC). • https://luc.app.cayuse.com/ then go to Products > Hazard Safety	Cayuse > Hazard Safety	Matt Hejna (IBC) 464-220-9659