USC Chan Division Pre-Proposal Review Form

The first step in the process should be to complete this form with as much information as available, and send it to Christina Abundis (christina.abundis@chan.usc.edu) and your appropriate Associate Chair. Please submit this planning document at least 3-4 months in advance of the sponsor receipt deadline. If required, a follow-up with the Grant Development Committee (GDC) will be coordinated to present your Aims at a monthly meeting. Your Primary GDC member will be assigned to you at your first meeting to facilitate proposal development resources and develop a writing timeline. Approval to move forward with your proposal will be contingent on receiving approval from the Associate Chair of Research, Dr. Mary Lawlor, and your designated Associate Chair. For Research Proposals, additional meetings may be necessary if recommended by your primary GDC member in order to receive additional input. Letters of intent will only require pre-approval if initiated by OSOT clinical faculty, or if the sponsor requires mandatory cost-sharing. Proposals requiring a bidding process will require review and approval by the appropriate Associate Chair.

Select your proposal mechanism below and complete Sections A or B accordingly.

Is this an external or internal (University) proposal call? ☐ External | ☐ Internal

Is this a research proposal? ☐ Yes | ☐ No
For *research*, complete sections *A* throughout the form.

Is this a service proposal? ☐ Yes | ☐ No

Is this an education proposal? ☐ Yes | ☐ No
For *service (e.g. Good Neighbors)* and *education (e.g. Visions and Voices)*, complete sections *B* throughout the form.

A.1 Research Questionnaire

Is this proposal a resubmission? ☐ Yes | ☐ No

For resubmissions, faculty are encouraged to present their plans for resubmissions, including how they will address reviewers' comments, during scheduled grant development meetings

Principal Investigator(s): _____ _____

Funding mechanism: _____

Funding Opportunity Number and Title (FOA or PA Number): _____

_____

Working Project Title:
_____

Does the FOA or PA reference a mandatory Cost Sharing or Fund Matching? ☐ Yes | ☐ No
Amount: _____
Explain: _____

_____

Due Date: _____   Annual Direct Cost Max _____   Start and End Dates: _____

Chan Investigators and Roles (Clinical Faculty will require additional approval for release time):

_____ _____

_____ _____

Does your research involve patients or facilities at the OSOT Faculty Practice or Keck Hospital? ☐ Yes | ☐ No
(Please Specify)

_____

Will your project include subcontracts? List Organizations: _____

_____

Attach draft of Specific Aims
Approved: ☐ Yes | ☐ No   Mary C. Lawlor, ScD | Associate Chair of Research

Clinical faculty release time:
Approved: ☐ Yes | ☐ No   Katie Jordan, OTD | Associate Chair of OT Clinical Services

B.1. Service or Education Questionnaire
Project Lead(s): _____   _____

Funding Organization: _____

Funding opportunity/call title: _____

Working Project Title:
_____

Due Date: _____   Start and End Dates: _____

Chan Roles (Clinical Faculty may require additional approval for release time):

_____   _____

_____   _____

Does your service proposal involve patients or facilities within the USC Health System? ☐ Yes | ☐ No   (Please Specify)
_____

Will your project include external organizations? If yes, list organizations:
_____

_____

Attach draft of Proposed Scope of Work
Approved: ☐ Yes | ☐ No | ☐ Yes with adjustments

Proposed budget:
Approved: ☐ Yes | ☐ No | ☐ Yes with adjustments

Please check all that apply for your proposal support
This section is for all investigators to mark based on their proposals (i.e. for research, service, and education).

Proposal Preparation Support Requests:
☐ editing biographical sketches   ☐ crafting letters of support   ☐ technical assistance with formatting
☐ word processing   ☐ technical assistance with bibliography (EndNote)   ☐ budget development
☐ budget justification ☐ external scientific reviewer ☐ Division letter of support ☐ biostatistics
☐ technical writing (indicate application sections)_____
☐ proposal packaging and submission
☐ other (specify) _____

Pre-Proposal Approval Checklists

A.2. Research Checklist

__ Submit Pre-Proposal Approval Form with overview or Specific Aims to Christina Abundis (christina.abundis@chan.usc.edu).

__ Present Specific Aims or research overview and program solicitation at a Grant Development meeting.

__ Meet with your primary GDC member and establish a schedule of writing milestones (Refer to suggested Proposal Development Plan).

__Meet with Quan Vu and Christina to review Funding Opportunity Guidelines; development of a checklist and timeline for subcontracts and internal routing (KC Proposal Document) and submission by Contracts and Grants.

__ Schedule budget review meeting with Quan and Mary at least one month before the upload date.

__ If an external review is required, a complete application (in conformance to page limits and formatting) should be available at least 2-3 weeks prior to submission date.

__ Schedule follow-up meetings as necessary with GDC members to review progress and challenges.

B.2. Service or Education

__ Submit Pre-Proposal Approval Form with scope of work to Christina Abundis (christina.abundis@chan.usc.edu).

__ If this involves a bidding process, please see the guidelines below.

__ Meet with your Associate Chair (Julie McLaughlin Gray, Katie Jordan, or Sarah Bream) to review and edit service proposal and proposed budget.

__If applicable, meet with Christina to review proposal checklist and timeline for internal approvals and submission (e.g. direct to internal program or routing via University system, if applicable).

__ Schedule follow-up meetings as necessary with Associate Chair of Clinical Practice (Dr. Jordan) and GDC members to review progress and challenges.

B.2.a. Proposal Bids and Proposal Agreements (e.g. County or State) Requiring General Counsel Approval

__ Submit Pre-Proposal Approval Form with scope of work and budget to Associate Chair, Katie Jordan (mkjordan@med.usc.edu) and Christina Abundis (christina.abundis@chan.usc.edu).

__ Meet with Dr. Jordan to review and edit service proposal, proposed budget and invoicing schedule. Propose any suggested changes to general service agreement template, if applicable.

__Meet with Quan Vu to review checklist and timeline for subcontracts and internal routing (KC Proposal

Document) and submission to General Counsel.

__ Schedule follow-up meetings as necessary with Associate Chair of Clinical Practice (Dr. Jordan) to review progress and challenges.

Letters of Intent

For activity tracking purposes, letters of intent should be submitted to Associate Chair and GDC Chair, Dr. Lawlor as soon as possible, but no later than one week prior to the submission due date. Any LOI requiring an estimated budget will need to be routed in Kuali Coeus for approval by Contracts and Grants prior to submission. If the sponsor requires mandatory cost-sharing (see below), please complete this Pre-Proposal Review Form. Clinical faculty should consult with Drs. Lawlor and Jordan prior to submitting an LOI.

Cost-Sharing

The Division encourages faculty to maximize their grant budgets to cover necessary project support including sufficient personnel time to cover implementation. Principal Investigators are requested to diminish proposed scope if necessary in order to ensure projects can be adequately supported through agency funding. If a Funding Opportunity Announcement (FOA) or Program Announcement (PA) requires cost-sharing or cost-matching, this should be discussed with the appropriate Associate Chair and/or the GDC in advance. Principal Investigators should contact Associate Chair for Research, Dr. Lawlor, if they are concerned about their budget limits. In certain circumstances, the Division may be able to support some cost-sharing, and this possibility should be explored if needed in the early phases of project development. Any anticipated cost-sharing requests need to be discussed prior to grant application submission and not after funding decisions.

For research proposals, if the FOA or PA is capped but your annual project costs exceed the direct cost maximum, please refer to the agency guidelines for requesting approvals to exceed those amounts. For the National Institutes of Health (NIH), these requests are typically due six weeks in advance of a published due date.

Mandatory cost-sharing commitments imposed by sponsors for Letters of Intent will also require prior approval by the GDC and Contracts and Grants.