

## **POLICY ON GRANT & CLINICAL TRIALS SUBMISSION**

### **Purpose:**

To acknowledge success of current research initiative, use resources wisely, improve funding ratio, develop respect for deadlines and other work responsibilities.

### **Grants:**

Notify Research Administrator 23 business days prior to grant deadline.

This includes:

- 10 business days for document compilation
- 3 business days to obtain signatures on PAF from internal and external departments
- 2 days review of all grant materials
- 3 business days for Medical School review
- 4 business days for DRDA review
- 1 business day for over-night mail

### **Clinical Trials:**

Provide Research Administrator with Sponsor's contract, budget and clinical protocol and allow for 8 business days for contract to arrive at DRDA.

This includes:

- 2 business days for Research Administrator to complete paperwork
- 3 business days to obtain signatures on PAF
- 3 business days for Medical School review
- unknown: DRDA contract negotiations with sponsor

### **Effective Date:**

Immediately.

**Detailed Policy is Attached**