

## Review and Submission of Research Proposals

**Statement:** Principal investigators for ensuring that proposals are complete when they arrive at the HYPERLINK "https://researchfoundation.odu.edu/" [Research Foundation](https://researchfoundation.odu.edu/) or or HYPERLINK "https://www.odu.edu/research" [Office of Research](https://www.odu.edu/research) for signature. To be complete, the, for signature. To be complete, the, full proposal and all required documentation should be in final form and accompanied by a completed and signed Proposal Transmittal Form that contains: [Office of Research](#) for signature. To be complete, the, full proposal and all required documentation should be in final form and accompanied by a completed and signed Proposal Transmittal Form that contains: proposal and all required documentation should be in final form and accompanied by a completed and signed Proposal Transmittal Form that contains: [Office of Research](#) for signature. To be complete, the, full proposal and all required documentation should be in final form and accompanied by a completed and signed Proposal Transmittal Form that contains:

1. A named source and associated signature of approval for any proposed matching funds and/or cost-sharing;
2. Any required approvals from the Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee, and/or Institutional Biosafety Committee as relevant based on the subject area and activities proposed;

3. Signatures of the appropriate director(s), chair(s), dean(s), and the VP for the Division of Research and Economic Development. The Department chair approval covers:

- Academic Alignment – ensuring the project fits within departmental goals and faculty expertise
- Resource Availability – confirming the availability of departmental resources such as space and personnel
- Budget Review – assessing the appropriateness of budget items, including release time, graduate research assistant and teaching assistant support
- Compliance – verifying adherence to departmental policies and any potential conflicts of interest.

The Dean/VP approval covers:

- Strategic Fit – ensuring the proposal aligns with college/unit-level strategic objectives
- Resource Commitment – authorizing commitments like cost-sharing, space allocation, and faculty/staff time
- Financial Oversight – reviewing the financial implications for the college/unit, including indirect cost waivers or reductions
- Risk Assessment – evaluating potential risks associated with the project, including secured research, conflict of interest and commitment, and ensuring mitigation

Commented [A1]: Deans Policy Review Complete

Gail discussed a couple points with Shannon. Robinson, which resulted in some wording changes. It was then reviewed by the Deans Policy Committee again.

AALT review complete  
Ready for Faculty Senate Review

Commented [A2R1]: we are OK with this

Commented [A3]: Department Chairs and Deans do not see the entire proposal-- we see the transmittal form only. Unless the system is changed so that we see the final proposal, there is no way to adhere to this policy.

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Commented [A7]: Use new title

Commented [A8R7]: agree

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Commented [A9]: This section contains new wording to capture what the chair, dean and VP are actually reviewing.

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strategies are in place.

4. Explicit allocations of credit for portions of the project when multiple investigators are collaborating.

- Approved by the president  
December 1, 1988  
Revised July 17, 2006

**Deleted:** <#> assuring the merit and quality of the proposal as well as assurance that the PI is authorized to submit a proposal and that the chair and dean have the opportunity to review the proposal submissionthe project can be carried out should an award be made;should an award be made;¶

**Commented [A10]:** For Shannon to review; in relation to the budget and budget justification.

**Commented [A11R10]:** point 4 is OK. That is included on the ePTF.  
point 5 does not belong here. This is a list of items in teh ePTF. the fact that the other parts of the proposal must be delivered is part of the first statement. I suggest eliminating #5.

**Commented [A12R10]:** we agree and Gail will check with Shannon

**Commented [A13R10]:** Shannon agrees. I deleted 5 and left 4.

**Deleted:** For electronic submission, Tthe principal investigator will be expected to upload the final proposal narrative and including all required forms and documents into electronic submission mechanism , with the exception ofexcept for the budget and/or other documents that are within the purview of the authorized institutional administrator/official or the Research Foundation staff. A completed proposal transmittal form is required for electronic submissions and as well as those in hardcopy formall proposal submissions. The Research Foundation is not authorized to submit incomplete proposals to the sponsor unless they are complete.

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