



School of Medicine in New Orleans
School of Medicine in Shreveport
School of Dentistry
School of Nursing
School of Allied Health Professions
School of Graduate Studies
Health Care Services Division

Memorandum

DATE: September 22, 2003

TO: Hospital Administrators, Medical Directors, CFO's, Senior Staff, Sponsored Projects Steering Committee

FROM: Marcia Daigle
Planning Director

RE: Internal Procedures on Processing Sponsored Projects

Please find attached for your reference instructions relating to HCSD's Internal Procedures on Processing Sponsored Projects. Included you will find a two page summary of step-by-step project instructions, a draft of a Memorandum to be used for dissemination (can be revised as needed), a three page Proposal Routing Checklist which includes a section on Grant Application Reviewer Questions, and lastly the Office of Grants & Governmental Programs Proposal Checklist. Use of these procedures and forms will speed up and ensure timely processing of your sponsored projects.

Should you or your staff have any questions, please feel free to contact me at 225-922-0493.

MD/aw

Attachments