

LSUHSC-HCSD's SPONSORED PROJECTS INSTRUCTIONS

For the purposes of LSUHSC-HCSD, Sponsored Projects is a federal, state, municipal, political subdivision, or private grant, agreement, or contract transferring financial or in-kind support to HCSD or one of HCSD's facilities, in return for our agreeing to carry out certain program goals and objectives in direct fulfillment of receipt of support. The following are LSUHSC-HCSD's instructions for developing, completing, and submitting for approval, sponsored projects applications.

_____	1. Identify potential funding source(s).
_____	2. Secure application, guidelines, deadline dates and other pertinent information.
_____	3. Discuss proposal idea with the hospital administrator and medical director and secure their written approval.
_____	4. Inform HCSD of the pending proposal application by forwarding the hospitals administrator's approval letter to the Planning Director. For federal grants, the notice of availability of funds and the letter of intent should also be included. <u>HCSD will notify HSC of the pending proposal.</u>
_____	5. Develop proposal according to program guidelines.
_____	6. Obtain review and approval of Institutional Review Board (IRB), if appropriate, and any other committees pertinent to the study. Copies of these approvals should be submitted with the completed proposal.
_____	7. Complete proposal application according to directions.
_____	8. Develop project budget. Contact Planning Director at any time if assistance is needed. Justify in detail all budget items requested, and after approval of the hospital CFO, submit project information to HCSD's Planning Director for Return On Investment (ROI) or cash flow analysis by HCSD's finance section.
_____	9. Obtain letters of support, if relevant.
_____	10. Obtain biographical sketches of all professional personnel, if relevant.
_____	11. If proposal requests funds for equipment purchases, check with the Director of Facilities and Plan Management of the respective hospital, to make certain the area contains adequate wiring, ventilation, plumbing or any other modifications required by the particular piece of equipment.
_____	12. Affix signature to proposal and any other document where required.
_____	13. Have proposal reviewed by the hospital administrator; obtain signature of the P.I., Department Head, Medical Center CFO, and the Hospital Administrator on HCSD's Proposal Routing Checklist. If the proposal is for a Federal grant, include HSC's Proposal Checklist. (See Attached).
_____	14. Have proposal reviewed by medical director; obtain signature on Proposal Routing Checklist.
_____	15. Submit proposal to HCSD's Planning Director for reviews, approvals, and signatures. Projects must be routed (to HCSD's Planning Director) at least ten (10) working days before agency deadline to assure adequate time is available for processing. Proposals requiring HSC approval must be submitted fifteen (15) working days prior to agency deadline. In accordance with PM # 44, grants over \$1 million must be reported on a quarterly basis to the LSU System Office.

PLEASE NOTE: LSUHSC's approval is only required on proposals for Federal grants in which HCSD or an HCSD facility is the direct grantee. (In the case that HCSD or an HCSD facility is the sub-recipient of a Federal [or any] grant, this does not need to flow through LSUHSC-NO and can be handled in-house.)

Systems approval is required where:

- Title or exclusive rights to intellectual property of the University are ceded or released;
- Unusual restrictions are placed on the University or its employees;
- Grant application or licensing agreements involving more than one campus or which are made jointly with a non-university agency or private corporation; and
- Grants requiring new matching state funds.

Completed applications should include HCSD's Proposal Routing Checklist. On applications for Federal Assistance, the applicant should also include, in the packet sent to HCSD's Planning Director: HSC's Proposal Routing Checklist; a transmittal cover letter to Dr. Kratz at LSUHSC, for the signature of HCSD's CEO; and a transmittal cover letter to the funding Federal agency or the signature of the authorized LSUHSC representative. The spaces, on the application, for the authorized representative's name and signature should be left blank for LSUHSC to complete.

For supplemental applications which require a limited number of application pages, type on one of the applications pages a space for the authorized representative's signature which should be left blank as to the specific name and title.

_____	16. The HCSD Planning Section will review the proposal, send the proposal routing checklist to appropriate sections/departments for comments and make recommendations to the HCSD CEO.
_____	17. When approved by the HCSD CEO, proposals which require HSC approval will be forwarded to the Office of Research Services, Academic Affairs of LSU HSC (ATTN: Dr. Kenneth Kratz) which upon approval will be forwarded to the Sponsored Projects Department (ATTN: Ella Lee).
_____	18. Following HSC's Sponsored Projects' approval, the proposal will be forwarded to the Vice Chancellor of Academic Affairs and/or Chancellor for approval and signatures.
_____	19. Should the proposal require approval and signature from the Systems Office, upon completion at HSC, HSC will forward the application to the Systems Office and so notify HCSD's Planning Director.
_____	20. Following approvals and signatures, HSC or the Systems Office, whichever is the approval and signature of last resort, will forward proposal to HCSD's Planning Director for final disposition.
_____	21. HCSD's Planning Director will verify that forms are in the correct order and make required number of copies and send the application to funding agency.
_____	22. HCSD returns a copy of the proposal, with final signatures to the applicant.