

Med-RA 10-day Advance Proposal Review Guidelines

Authorized by the COM Senior Associate Dean for Research

Introduction

The Office of Research Administration (Med-RA) in the Division of Research offers pre-award support services to help investigators navigate the funding proposal submission process and to minimize administrative burden. Our services include identification of and assistance with all components of a proposal (including budget development), consultation on sponsor requirements and application systems, proposal management in RAMP, and facilitation of college and institutional review and approval.

Each COM funding proposal must be reviewed and approved by COM and by FSU prior to submittal.

These guidelines represent the timeline and activities for the COM review. The policy governing FSU approval is [here](#).

Background

The Med-RA 10-day proposal review deadline allows your assigned Analyst time to prepare your proposal in RAMP and time to identify and resolve potential compliance and administrative complications prior to COM and institutional reviews. Please note this is not a review of scientific content.

Documents for Review

Drafts of all sponsor-required documents should be provided to your assigned Analyst 10 business days before the sponsor's deadline. In addition, the following documents are required by FSU even if they are not required by the sponsor:

- Detailed budget and budget justification
- Description of work (i.e., Scope of Work)

Though not required for the Med-RA 10-day proposal review, please make sure the following components are also in development as are required for institutional review 3 business days before the sponsor's deadline:

- Investigator conflict of interest disclosure update (RAMP CAMS module)
- Application system user account(s)
- Cost-share approval forms (if applicable; your assigned Analyst will provide guidance)
- IDC reduction or waiver request form (if applicable; your assigned Analyst will provide guidance)

Next Steps

Following document review and resolution of administrative issues, your assigned Analyst will load your proposal details and draft documents into RAMP for COM review and approval.

Following COM approvals, your proposal and draft documents will be routed in RAMP to the appropriate institutional approver for review.

[Per FSU policy](#), you may continue to edit *narrative* documents until 9:00 AM ET on the sponsor's submittal deadline day. Your assigned Analyst will work with you to confirm final documents and proposal details prior to submittal to the sponsor.

We look forward to assisting you with your sponsored funding proposal!