

College of Medicine 10-day Advance Proposal Review Guidelines

Authorized by the Senior Associate Dean for Research

Introduction

The Office of Research Administration (Med-RA) in the Division of Research and Graduate Programs 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 and subcontract development), consultation on sponsor requirements and application systems, coordination with collaborating units, proposal management in FSU's Research Administration Management Portal (RAMP), and facilitation of college and institutional review and approval.

Each funding proposal must be reviewed and approved by College of Medicine leadership and by FSU prior to submittal. These guidelines represent the timeline and activities for the College of Medicine review. The policy governing FSU approval is [here](#).

Background

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

Documents for Review

Drafts of all sponsor-required documents are due to your assigned Grants Administrator 10 business days before the sponsor's deadline or planned submittal date. Please note that approvals may be delayed until all documents are received. 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 they are required for institutional review 3 business days before the sponsor's deadline or planned submittal date:

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

Next Steps

Following document review and resolution of administrative issues, your assigned Grants Administrator will load your proposal details and draft documents into RAMP for College of Medicine review and approval.

Following internal 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 submittal deadline day. Your assigned Grants Administrator 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!