

## **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 Med-RA Grants Administrator 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 Grants Administrator 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 they 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 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 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 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!**