



**University at Buffalo**  
*The State University of New York*

School of Pharmacy and Pharmaceutical Sciences  
Faculty of Health Sciences

## **School of Pharmacy and Pharmaceutical Sciences Proposal Submission Policy**

Concordant with University requirements, all proposals for sponsored projects submitted by faculty of the School of Pharmacy and Pharmaceutical Sciences ***must be endorsed*** by the Dean (or by the Dean's appointee, e.g., the Associate Dean for Resource Management, the Associate Dean for Research). This endorsement, which is executed through the electronic approval process (administered through Sponsored Programs Services via the Dropbox System), is required by the University to assure that: the investigator(s) have submitted all required disclosures and training (including the *Investigator Disclosure Statement*), the proposed research does not create a significant conflict of interest, and that the investigator(s) have access to appropriate facilities for completion of the proposed work. Additionally, it is in the interest of the SoPPS to facilitate efforts to submit proposals, to track proposal submissions and awards, and to assure compliance with University & Sponsor requirements (e.g., for submission of reports).

The University's Submission Policy (<http://www.research.buffalo.edu/sps/ProposalReviewSubmissionPolicyOptimalTimeline.pdf>) requires that final administrative proposals "...are due to SPS **five (5)** business days in advance of the sponsor's deadline" and that final technical proposals "...are due to SPS **two (2)** business days in advance of the sponsor's deadline."

To meet the requirements of the University, and needs of the School, ***SPPS faculty submitting proposals for sponsored programs must:***

1. Submit final administrative proposals to the SPPS Office of Research Administration **eight (8)** business days in advance of the sponsor's deadline
2. Submit a SPPS Conflict of Interest Statement to the SPPS Office of Research Administration **eight (8)** business days in advance of the sponsor's deadline

***Faculty have the option*** to gain the assistance of the Office of Research Administration for the tasks listed below. ***When such assistance is desired***, faculty should contact the Office of Research Administration following the timelines listed within the table on page 2.

Upon request, the Office of Research Administration is able to:

- Obtain Grants.gov packages
- Review guidelines to ensure compliance
- Create Budgets
- Liaise with Sponsored Projects Services
- Request documents (bios, LOS, etc.)
- Develop consortium agreements
- Format and review documents for guideline adherence
- Upload documents into the application
- Review proposal compliance with University and Sponsor requirements (COI, HSIIRB, IACUC)
- Create and submit electronic approval forms
- Submit the application package to SPS through the dropbox
- Track grant proposals

**Faculty wishing to gain the assistance of the Office of Research Administration should contact:**

Diane Fisher @ dfisher3@buffalo.edu (645-2713) (for faculty appointments hired 4/1/13 and after)

Denise Pikuzinski @dpik@buffalo.edu (829-5777) (for faculty appointments prior to 4/1/13)

***Faculty wishing to gain the assistance of the Office of Research Administration should meet the following timelines:***

Due date	PI to provide...	Office of Research Administration to perform...
≥1 month before due date (or ASAP if short deadline)	PI to contact the assigned ORA staff member to schedule the pre-submission meeting.	Pre-submission meeting to discuss due date, grant period, budget details, including subawards, human subjects, and expectations. Obtain Grants.gov package. Provide to PI upon request.
≥15 business days before due date		Request documents (bios, LOS, etc.). Develop consortium agreements.
≥10-15 business days before due date		Finalize budget and justification, including subawards.
≥8 business days before due date	Provide all documents needed for application, i.e., abstract, narrative, facilities, equipment, bibliography, attachments, research strategy, protection of human subjects, letters of support, biographical sketches, appendices. Provide signed SPPS COI assurance	Review / format all documents for compliance with sponsor requirements. Uploading documents into application. Electronic approval form created and routed.
≥6 business days before due date	PI to complete review of application for completeness and/or revision.  Indicate approval of proposal for submission.	
≥5 business days before due date		Approval of submission (Dean's Office). Submission via the SPS Dropbox.

A hard copy of the submission will be kept on file in a central office on the 1st floor of Kapoor Hall. An electronic copy will be kept on the U drive. In addition, a database of all submissions will be maintained to track all SPPS activity for reporting and assessment.



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**School of Pharmacy and Pharmaceutical Sciences Conflict of Interest Statement**

Principal Investigator: \_\_\_\_\_

Co-Investigators: \_\_\_\_\_

Proposal title: \_\_\_\_\_

Proposed Sponsor: \_\_\_\_\_

I understand that University Policy requires reporting possible conflicts of interest (COI) associated with sponsored research. COI may include situations where research personnel (Principal Investigator, Co-Investigators, and Staff) have received or will receive compensation (e.g., honoraria, consulting fees, equity interests, sponsored travel) from the program sponsor. Additionally, COI may include situations where the results of the proposed research may impact individuals or institutions that have provided compensation to research personnel (e.g., NIH-sponsored research involving a drug marketed by a company that has compensated a member of the research team).

This statement represents my assurance that there are no significant conflicts of interest (COI) associated with this proposal, and that I have submitted / updated my “Annual Disclosure of Significant Financial Interests and Significant Obligations”.

\_\_\_\_\_(signature / date)

\_\_\_\_\_(printed name / Principal Investigator)