



University of Pittsburgh

Office of the Provost

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TO: Research Community

FROM: George E. Klinzing, Vice Provost for Research

A handwritten signature in black ink, appearing to read "George E. Klinzing".

DATE: August 26, 2002

SUBJECT: Proposal support, compliance obligations, and electronic processing

As you know, the Office of Research (OR) is charged with the responsibility of supporting all faculty research activities involved with the pursuit of extramural funding. Historically, OR staff have supported paper proposal submissions with a request that materials be submitted a minimum of two working days before the agency deadline.

Exacting sponsor requirements pertaining to **compliance** have necessitated increased pre-award scrutiny by OR grants staff. Key tasks include:

- Real-time verification of compliance certifications for investigator education.
- Confirmation of human and animal subject protocols, radiation safety assurances, small business plan certifications, and a growing list of related assurance items.

Additionally, the continuing evolution of *electronic proposal formats* poses its own challenges. Some of the electronic procedures that enable proposal submission involve unfamiliar processes, as well as the uncertainties of the computing and remote server environment. All of this procedural detail requires time for verification.

Consequently, we once again request your understanding and cooperation to assure that each proposal has been sufficiently reviewed for completeness and to assure minimal institutional risk of non-compliance. To adequately address these details the Office of Research requests the receipt of internal proposal materials and completion of electronically prepared files **five (5) working days prior to the agency deadline**. *Proposal documents received later will be processed internally, but the Office of Research cannot guarantee the sponsor's acceptance of electronically forwarded proposals that are received later than the five days in advance.*

Compliance requirements and the electronic proposal management environment demand institutional vigilance. *Continued attention to the details will help to assure the excellent quality of University proposals, and maintain its competitive edge in the higher education funding environment.* We appreciate your continuing cooperation.