

Proposal Review: Documentation Required by the University of Pittsburgh's Office of Research and Documentation Returned to the Department/Principal Investigator

In an effort to streamline procedures for Grants.gov submissions, the Office of Research has made some changes to the documents required for review of Grants.gov applications. These changes are aimed at taking advantage of our new abilities to electronically retain and access information through our InfoEd system. They also are meant to reduce some of the redundancy still inherent in our internal procedures. The following requirements are effective immediately.

Required Documents for Office of Research Review

1. One Adobe Acrobat Reader (pdf) file uploaded to our secure server. Instructions for this task can be found at:
<http://www.pitt.edu/~offres/proposal/UploadingGGfiles.pdf>.
2. Full copy of the Funding Opportunity Announcement (FOA), or an electronic link to the announcement on the web.
3. Completed Form 0136.
4. All subcontract and subaccount documentation.
5. Compliance approval letters (IRB, IACUC) if available at time of proposal.
6. Full internal budget for all periods.
7. PI Signature Verification for NIH and other PHS agency submissions. Instructions and procedures can be found at
<http://www.pitt.edu/~offres/proposal/PISignatureVerification.pdf>

Documentation Returned to Department or Available in InfoEd

1. Processed Form 0136 with institution number is returned to the Department.
2. Subcontract documentation (statement of intent) if applicable is returned to the Department.
1. The submission is recorded in the Activity Log of the InfoEd record after the Office of Research submits the application to Grants.gov. A copy of the Grants.gov confirmation page (if available) is uploaded to the Attachments tab of the InfoEd record. If there are errors in the application, the Office of Research notifies the Department Administrator.

The above document requirements apply to Grants.gov proposals originating from the University of Pittsburgh. Your respective departments or Dean's Offices may require additional information for their internal reviews.