

## **Stimulus Driven Applications and Related Requests for Information**

The federal government recently signed into law the American Recovery and Reinvestment Act of 2009. This act has authorized billions of dollars to be invested by grant making agencies through various research and research infrastructure awards. Upon examination of the act, and the information that has come forth from the grant making agencies, we would like to submit to the research community some procedures for the expected stimulus driven agency requests and applications that will go through the Office of Research. We have broken the procedures out by categorical types for ease of reference:

1. Administrative Supplements- All supplements, whether they are oral requests, written requests, or advertised opportunity announcements from agencies need to route through normal approval channels. That is, all information should be accompanied by a cover letter or face page and should route through the department chair's office, school dean or director, and then to the Office of Research for final endorsement. Internal budgets should be completed to support any monetary request. This should also be accompanied by subaccount e-mail approvals if the budget includes the participation of another Pitt department. If submitting under an opportunity announcement, one should follow the University's standard procedures for processing new grant submissions.
2. Just-in-Time Requests for previously submitted and not funded applications - All just-in-time requests need to route through normal approval channels for institutional approval and tracking. Similar to administrative supplement submissions, the information should be accompanied by a cover letter or face page along with the just-in-time request from the sponsor, and should route through the department chair's office, school dean or director, and then to the Office of Research for final endorsement.
3. New Opportunity Announcements to be funded by stimulus money- These applications should be completed according to the application guidelines.

When submitting stimulus driven requests to the Office of Research, please identify all proposals and/or requests for information as "STIMULUS". The Office of Research will be utilizing a streamlined method of review for each of the categories above. For supplements and new applications, the Office of Research will only be reviewing regulatory items and the application of approved University rates. The submitting area/department will be responsible for all other aspects of the submission and any revisions that may be required. In addition, the University has relaxed its internal deadline from 10 to 5 days for stimulus driven applications utilizing Grants.gov. For Just-In-Time requests or other similar requests for information, the Office of Research has created an expedited process to review and approve these in 1-2 days maximum if all requested information is present and correct.