

**Department of Anesthesiology and Perioperative Medicine
Division of Molecular and Translational Biomedicine**

August 10, 2020

MEMORANDUM

TO: Vice Chairs, Department of Anesthesiology and Perioperative Medicine

CC: Dan Berkowitz, M.D.
Alfred Habeeb Professor and Chair

FROM: Sadis Matalon, Ph.D.
Alice McNeal Endowed Chair & Vice Chair for Research

RE: **Guidelines to be followed by clinical faculty desiring to submit grants to an external agency (other than industry).**

I am delighted to note that a number of clinical faculty are interested in submitting grant applications to extramural agencies (such as NIH, NSF, DoD, and various foundations). This is a serious and time-consuming endeavor. I have been copied on several emails requesting assistance in completing and submitting such applications, usually a few days before their due dates. Recently, a faculty member notified an administrative assistant that he/she was submitting a grant two days prior to its deadline. This caused a number of problems and the grant was almost not submitted on time. To prevent this from happening again, I will post these guidelines on the Dashboard, and send a memorandum to all clinical faculty alerting them of the timeline for the various steps to be completed.

Guidelines to be followed by clinical faculty desiring to submit grants to an external agency (other than industry).

1. Discuss with Dr. Froelich (the Associate Vice-Chair for Clinical Research) the level of support you need from the clinical infrastructure: This includes percent effort from our research assistants and Dr. Bryant, statistical support, etc.
2. At least three weeks before the deadline, please contact Dr. Matalon (Vice Chair for Research) to let him know of your intent to submit and discuss administrative support. Dr. Matalon will assign an administrative support person who will collate all necessary documents into a file to be transmitted to the Office of Sponsored Programs, responsible for submitting all grants to external agencies.
3. At the same time, please contact Ms. Sheedy concerning your budget. All applications should contain line items to cover your percent effort as well as effort for research assistants who will help you conduct the measurements.
4. The assigned administrative support person will work closely with you to prepare the application, the UAB checklist that must be completed, and s/he will submit the documents to the OGC. It is the faculty member's responsibility to generate the scientific part of the application. The checklist will be reviewed and signed by Dr. Matalon, prior to being sent to the Office of Sponsored Programs. Dr. Matalon may call the faculty to discuss the budget or the research design. Dr. Matalon needs the checklist and a copy of the grant at least seven days prior to the due date.
5. The administrative support person will compile all documents into a single file (e.g., the Assist file). This is due to the Office of Sponsored Programs no later than five business days prior to the due date of the application. It is assigned to a grant specialist who may request changes to adhere to UAB and the agency guidelines.
6. The administrative support person will work with you to make all the necessary changes and transmit the final document to the OGC at least two business days before the deadline.

Please remember that according to UAB regulations **all applications to external agencies need to be submitted by the Office of Sponsored Programs (OSP)**. They have the authority to decline submitting a grant if they feel they did not have sufficient time to review it.