

Hunter College Office of Research Administration Information Alert

DECEMBER
ALERT # 16

PROPOSAL SUBMISSION REQUIREMENTS

Please be advised of the following requirements that must be addressed when submitting a proposal.

HUNTER COLLEGE PROPOSAL ROUTING FORM

- This form is required for all internal and external grants, including when you are involved in another institution's proposal.
- This form confirms the anticipated released time for all faculty members involved in the project, certification of completion of Responsible Conduct of Research (RCR) and Conflict of Interest (COI) and any cost sharing requirements of the project.
- Sign-off is required by both Department Chair and Dean or Center Director.
- Please allow adequate time to obtain these approvals as this completed form should be received before the proposal is submitted.
- The form can be found on our website at <http://research.hunter.cuny.edu/Revised%208-12%20HUNTER%20COLLEGE%20PROPOSAL%20ROUTING%20FORM.pdf>

ALERT

WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



HUNTER COLLEGE FUNDRAISING POLICIES FOR FACULTY CULTIVATION AND SOLICITATION OF GRANTS AND GIFTS

- Proposals to foundations, corporations, and major gift prospects/donors require additional approval.
- To obtain approval you must complete the Hunter College Fundraising Policies for Faculty Cultivation and Solicitation of Grants and Gifts form before making contact with the agency or individual.
- Among other things, the form requires disclosure of any resources requested from Hunter College, including faculty released time and the use of Hunter space and facilities.
- After being signed by the Department Chair and Dean or Center Director, the form should be sent via email to the Provost's Office at provost@hunter.cuny.edu for clearance review by the Provost and Executive Director of Development.

Please see page 2 →

Remember

The "Rule of Two" -- Please notify the Office of Research of your intent to submit a grant, at least two weeks prior to the deadline. All documents must be received by the Office of Research Administration at least two days prior to submission.

HUNTER COLLEGE FUNDRAISING POLICIES FOR FACULTY CULTIVATION AND SOLICITATION OF GRANTS AND GIFTS (CONTINUED)

- This form should be submitted at least one month before the proposal is due.
- Once approval is granted, a copy of the approval should be sent to the Office of Research Administration.
- The form and more details can be found on the Provost website at <http://www.hunter.cuny.edu/provost/reports-policies/policies>.

CONFLICT OF INTEREST (COI)

- New Department of Health and Human Services (DHHS) regulations regarding Financial Conflict of Interest (FCOI) went into effect on August 24, 2012.
- Investigators named in a new, renewal, continuation or resubmission for any grant proposal must complete the Conflict of Interest (COI) module of the Collaborative Institutional Training Initiative (CITI).
- Non-CUNY consultants, collaborators and sub awardees are also required to complete this training.
- Upon successful completion of the training, a certificate is issued. Please print and save as a copy of this certificate is required with all grant proposal submissions.
- Certification is valid for four years. You must take the CITI refresher course prior to the expiration in order to maintain your COI training certification.
- Investigators must also complete the CUNY Significant Financial Conflict of Interest Disclosure Form for Non-PHS Funded Research or the CUNY Significant Financial Conflict of Interest Disclosure Form for PHS Funded Research.
- With regard to collaborating investigators from other institutions, proof of compliance with DHHS regulations by the collaborating institution is required.
- The CUNY Significant Financial Conflict of Interest Disclosure Form for PHS Funded Research applies to the following PHS agencies: Agency for Toxic Substances and Disease Registry (ATSDR), Centers for Disease Control and Prevention (CDC), Food and Drug Administration (FDA), Health Resources and Services Administration (HRSA), Indian Health Service (IHS), National Institutes of Health (NIH), Substance Abuse and Mental Health Services Administration (SAMHSA), Office of Global Affairs (OGA), Office of the Assistant Secretary for Preparedness and Response (ASPR), including Biomedical Advanced Research and Development Authority (BARDA). The CUNY Significant Financial Conflict of Interest Disclosure Form for Non-PHS Funded Research Form applies to all other agencies including all other external and internal grants.
- Please refer to our website at http://research.hunter.cuny.edu/research_compliance.htm for the

CONFLICT OF INTEREST (COI) (CONTINUED)

CUNY Significant Financial Conflict of Interest Disclosure Forms and more details on these requirements.

RESPONSIBLE CONDUCT OF RESEARCH (RCR)

- All grant proposals are now required to have certification that they comply with the new Responsible Conduct of Research (RCR) requirements that went into effect on August 1, 2012.
- The requirements cover training in ethics, conflict of interest, responsible authorship, policies for handling misconduct, data management, data sharing, and policies regarding the use of human and animal subjects.
- All new, renewal, continuation and resubmission proposals must abide by this policy.
- This requirement is for all CUNY personnel involved in research- – faculty, staff, post docs, graduate students and undergraduate students.
- Individuals must complete the Responsible Conduct of Research (RCR) module of the Collaborative Institutional Training Initiative (CITI). Upon successful completion of the training a certificate is issued. Please print and save the certification as a copy of this certificate is required with all grant proposal submissions, whether it is an internal or external grant application.
- Certification is valid for five years. You must take the CITI refresher course prior to the expiration in order to maintain your RCR training certification.
- Please refer to our website at http://research.hunter.cuny.edu/research_compliance.htm for more details on these requirements.