

GUIDE TO ROLES AND RESPONSIBILITIES FOR EXTERNALLY SPONSORED PROJECTS

(Based on NIH application requirements)

	OSP	PI	Academic Chair	ORPE
Pre-Planning - Meet with Associate Dean of Research & Program Evaluation, to discuss grant opportunity		X	X	X
Project Summary (no longer than 30 lines)		X		
Project Narrative (2-3 sentences)		X		
Research Plan				
Specific Aims (1 page)		X		
Research Strategy (6-12 pages)		X		
Internal & External Peer Review - Seek and incorporate feedback from colleagues		X	X	X
Budget & Budget Justification	X	X	X	X
Biosketches - For all major key personnel, including subcontractors		X		X
Human Subjects Sections				
Protection of Human Subjects		X		
Inclusion of Women and Minorities		X		
Inclusion of Children		X		
Planned Enrollment Report				X
Cumulative Inclusion Enrollment Report				X
Letters of Support or Commitment - For all major key personnel, including subcontractors				X
Data Management Plan		X		X
Data Sharing Plan		X		X
Facilities & Other Resources - Describe existing resources available at the institution(s)		X		X
Cost Share, if required	X	X	X	X

Rental Space, if applicable		X		X
Equipment (> \$5K per unit)		X		
Supplies - Provide list of supplies to ORPE that will be purchased on the project.		X		
Bibliography & References Cited - ORPE can format the bibliography		X		
Consultant(s) - Outside expert (non-Mason employee) who serves on the project for a limited amount of time under PI supervision		X		X
Subcontractor(s) - Organization (not an individual) to perform specific tasks in support of the project independent of the PI		X		X
Tuition & Fees				X
Graduate Health Insurance- Required for students who meet the minimum requirements.				X
F&A Distribution		X	X	X
Conflict of Interest - This brief online disclosure form is required prior to submission.		X		
Public Health Service (PHS) - Must disclose significant financial interests prior to submission and expenditure of new funds and every four years thereafter		X		
Responsible Conduct of Research - NSF only		X		
Proposal Submission - OSP obtains authorized institutional signatures and submits to the sponsor	X			