

College of Medicine Proposal Submission Requirements via PeopleSoft

College of Medicine will use the PeopleSoft Proposal Preparation and Processing system for internal proposal development, routing, and approval. This not only includes the creation of a PeopleSoft Proposal, but the Budget Header, and a Budget Line Summary generated by PeopleSoft. The Budget Line Summary is necessary to appropriately capture personnel effort, cost sharing, and categories such as, patient care cost, equipment, tuition, and subcontracts (over 25000) for the purposes of Indirect Cost calculations.

Memorandum of Understandings to set up sub-accounts will be replaced by setting up separate projects in the PeopleSoft system. With the exception of College of Engineering and IFAS the F&A distribution should be completed on all projects set up in PeopleSoft.

The following documents, however, are still required for College of Medicine review and approval:

- DSR-1 or WF approvals
- Financial conflict of interest on all key personnel (PHS, NSF, and American Heart)
- Cost share letter <http://www.med.ufl.edu/research/rac/proposal/forms/com-costshare.doc>
- Time commitment letter
 - NIH Career Development K-Series
<http://www.med.ufl.edu/research/rac/proposal/forms/com-nih-k-award-compliance.doc>
 - USD Veterans Administration
<http://www.med.ufl.edu/research/rac/proposal/forms/com-timecommitment-va.doc>
 - All Other Mechanisms
<http://www.med.ufl.edu/research/rac/proposal/forms/com-timecommitment-general.doc>
- Subcontract/Consortium documentation
 - Endorsement form authorized official
 - A statement of work to be performed by the subcontractor/consortium
 - A corresponding budget and budget justification
- Completed sponsor forms (excluding the research plan)
 - Agency face page or administrative information page
 - Abstract or project description
 - Agency budget and budget justification forms (if applicable)
- Clinical Trial Compliance documentation, as appropriate
<http://ctc.health.ufl.edu/forms/StudyInitiationChecklist20061120.doc>
 - Study Initiation checklist
 - Medicare worksheet analysis
 - Shands registration Form
 - Non Shands and Non FGP grid
 - Budget (Detail or Limited)
 - Clinical Trial Agreement Checklist
 - Clinical Trial Agreement/Contract/Service Agreement
 - Informed Consent Form (if available)
 - Protocol/Human Subject Plan/Scope

- **Keywords*** – COM/ Office for Research and Development requires that keywords associated with the proposal be indicated. COM faculty are required to choose from a list of specific research themes
- **Guidelines-** If the sponsor does not allow for Facilities and Administrative (F&A) cost, a copy or link to the sponsor guidelines should be attached to the PeopleSoft proposal (preferred) faxed, or sent via hard copy.

If you are unable to scan and upload the proposal documents, COM will accept faxed or hard copies with the appropriate indication of the PI and sponsor on the copies.

If the PeopleSoft Workflow is not functioning, COM will accept the hard-copy DSR-1 for approvals; however, the information on [Peoplesoft Workflow](#) and the [Peoplesoft Process Map](#) should be read thoroughly before the proposal is submitted into Workflow.

If you have any questions regarding the process and/or procedures, please do not hesitate to contact the RAC office at 273-5398 or COM-RESEARCH-ADMIN-COMP-L@LISTS.UFL.EDU.