College of Medicine Policy for PeopleSoft Proposal System

Effective July 1, 2004, College of Medicine will require the use of the PeopleSoft Proposal Preparation and Processing system. For those who wish, you may begin to utilize the system after the PeopleSoft go live date (June 18, 2004).

Post July 1, 2004, COM will anticipate all proposals to be submitted via the Pre-award PeopleSoft system. The College will maintain the requirements of all documents that are currently needed to approve at the college level, i.e.

- Financial conflict of interest on all key personnel
- Cost share letter
- Certain sections of the clinical/research contract agreement
    - 1st page of the contract that names the contract parties in agreement
    - Section of the agreement referring to cost per patient or not to exceed an amount
    - Attachments to the contract, i.e. cost information
- Letter of intent to establish a consortium or the agency face page signed by the consortium's institutional official or company's CEO
- Time commitment letter
- Completed sponsor forms (excluding the research plan)
    - Agency face page or administrative information page
    - Abstract or project description
    - Agency budget and budget justification forms completed
    - Facilities & administration (F & A) checklist page
- 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

COM prefers the documents to be attached to the PeopleSoft proposal, but will accept faxed documents or by hard copy with the appropriate designation to the PI and sponsor indicated on the copies.

COM requires the PeopleSoft's budget to be completed for effort and salary requested on all personnel. The PeopleSoft budget needs to match what has been completed on the agency forms. The supplies, expense, and equipment categories can be completed with a line item total, with the exception of tuition and patient care cost requested. The budget completed in PeopleSoft will replace the COM clinical trials and modular checklist page.

COM will no longer require a copy of the biographical sketches for review. It will be the responsibility of the PI to comply with all agencies requirements.

Memorandum of Understandings to set up sub-accounts will be replaced by setting up separate projects in the PeopleSoft system.

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. F&A distribution should be completed on all projects set up in PeopleSoft sub-accounts.

If the PeopleSoft system is not functioning correctly or to the satisfaction of the COM, a hard copy of the proposal will be accepted. If any problems arise with the system, notifications will go out indicating the application to be completed using the DSR-1 on-line form and route a hard copy of the proposal as we do in our current policy.

If the system works in regards to completing the proposal submission information, but the workflow (electronic approvals) is not functioning, the COM will accept the DSR-1 on-line form as we are accepting in the current policy, with a notice to our office that the proposal resides in the PeopleSoft system for approval.