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	Effective Date: 20 November 2014
Retired:	Revised:
Approved by: Anna Cherrie Epps, Ph.D., President and CEO <i>A. Cherrie Epps Ph.D.</i>	
Subject: MMC Grant submission policy	

PURPOSE: This policy outlines who is eligible to apply for grants or direct sponsored and unsponsored research projects as a Principal Investigator at Meharry Medical College.

POLICY STATEMENT: This policy applies to extramural research awards (i.e., grants, contracts, cooperative agreements and subcontracts) issued to Meharry Medical College from, for example, a sponsor (e.g., NIH, NSF, etc.), another institution (e.g., Vanderbilt) or a business (Amgen) and to intramural awards.

All grants are awarded to the applicant institution.

All sponsored activities and all research projects, sponsored or non-sponsored are led by an individual who assumes primary responsibility for the conduct or management of the activity, on behalf of Meharry Medical College, as the Principal Investigator.

Principal Investigators at Meharry Medical College must be faculty members employed by Meharry Medical College at least 80% time who possess technical competence and substantive capabilities to carry out sponsored projects and research. In unusual circumstances and when it is beneficial for the College the appropriate Senior VP may approve, a person without a faculty appointment, including senior administrators, to serve as principal investigators; in all cases, however, a principal investigator must be employed by Meharry Medical College at least 80% time before an application is submitted or a project is undertaken.

Meharry trainees, such as graduate students, postdoctoral trainees and residents, may apply for fellowships whose purpose is to support their training.

DEFINITIONS:

PRINCIPAL INVESTIGATOR: An individual that assumes primary responsibility for the technical conduct and management of a proposed research or other project.

SPONSORED PROJECT: Paid for with funds awarded to Meharry by another



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organization, usually through a grant, contract or cooperative agreement, in response to a written proposal from Meharry.

TRAINEE: a non-faculty individual associated with Meharry as a student or an employee for the purpose of receiving training rather than being a faculty member.

UNSPONSORED: Paid for with Meharry funds

PROCEDURE:

The Office of Research shall ensure compliance with this policy. The Associate Dean for Sponsored Research, in conjunction with the Deans (School of Medicine, Dentistry and Graduate Studies and Research), is responsible for determining whether a grant application may be submitted by Meharry Medical College, and for determining whether a research project may be conducted using Meharry resources or facilities.

Applications to support sponsored projects must be approved by Department Chairs and the Grants Management Office (GMO) before they are signed by the authorized institutional official.

Department Chairs are responsible for reviewing and approving grant applications that are conducted by members of their departments. Department chairs shall ascertain that the Principal Investigator listed in each application has a faculty appointment and is employed by Meharry Medical College at least 80% time. If the applicant is a pre-doctoral trainee, the Dean of the School of Graduate Studies and Research will approve the application for a pre-doctoral fellowship.

The Grants Management Office (GMO) is responsible for certifying that grant applications meet the requirements of Meharry Medical College and of the sponsor.

After the Chairs have approved and the GMO has certified an application, the GMO will obtain the signature of the Associate Dean for Research on behalf of Meharry Medical College. If a chair, and/or the GMO officer believe that a research project should not be undertaken or an application should not be submitted, they will present the reasons for halting the project to the Office of Research which will decide the fate of the project after appropriate consultation with the Deans or the President. Reasons for halting or delaying a project



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include, but are not limited to, safety; an unresolved conflict of interest; insufficient resources such as equipment, expertise, subjects, or facilities; regulatory considerations; and unacceptable cost-sharing.

Applications to support sponsored projects will not be submitted unless the Principal Investigator meets the requirements of this policy.

EXHIBITS: None