

SHP Policy for Grant Proposals to Public or Private Sources

Proposal Development

1. Contact the SHP Pre-Award Contact Person in the Office of Sponsored Research and notify them of your intent to apply for either public or private funds. You can find out who is person is by visiting <https://research.utmb.edu/home/OSP>. The OSP staff will assist you in preparing your proposal so that it complies with all rules and regulations. If you wish to write a proposal to a private foundation. please check with the SHP Development Office also.
2. Be sure that you have a Proposal Routing Form (<https://research.utmb.edu/sponsored-programs/proposal-forms>), and any other necessary documents signed by your Department Chair, and that said forms accompany your final proposal to the OSP. Your final grant must be cleared through OSP.
3. When you mail your proposal to the funding agency be sure to give one copy to OSP and one copy to the Dean's Office. If it is a proposal to a private source, also give the SHP Development Office a copy.

Award Notification

1. When you receive notice of either funding or non-funding please send a copy of the notice letter to the Dean's Office.

Using Human Subjects

1. When you are doing research you need to have an approved IRB protocol on file with the IRB committee. When you get your letter that your IRB proposal is approved, send a copy to the Dean's Office. IRB protocols are renewed each year, so send the Dean's Office a copy of each renewal. Visit <https://research.utmb.edu/home/irb/getting-started> for more information about submitting a protocol to the IRB.
2. Finally, if you submit an IRB protocol, you need to become certified that you understand the basic information regarding the protection of humans as research subjects. Visit <https://research.utmb.edu/home/irb> to obtain your certification.

For future reference this policy is posted, in the form of a downloadable pdf file, on the SHP web site at this address: <https://shp.utmb.edu/research.asp>.