

# College of Health Professions Office of Research Pre-Award

## Frequently Asked Questions

**1. Where can I find information on COHP Research Resources?**

Resources can be found on our webpage <https://www.uthsc.edu/health-professions/research/grants.php>. Some of the resources include F&A Rates, Common Sponsor Information, and Institutional Resources. Additional research resources and information may be found on our [CoHP SharePoint site](#).

**2. I am considering submitting a proposal or collaborating on a proposal, who should I contact?**

You may contact the CoHP Grants Coordinator, Janine Twitchell, [jtwitch@uthsc.edu](mailto:jtwitch@uthsc.edu) or via phone at 901-448-2126.

**3. I am submitting a grant proposal, are there any timelines to consider?**

Required timelines for developing and submitting proposals may be found [here](#).

**4. I am considering submitting a proposal or collaborating on a proposal, but I do not have an eRA Commons ID, what should I do?**

You may contact the CoHP Grants Coordinator, Janine Twitchell, [jtwitch@uthsc.edu](mailto:jtwitch@uthsc.edu) or via phone at 901-448-2126.

**5. I have submitted a Letter of Intent and received approval, what the next step?**

As soon as you receive approval to apply, please submit information to the CoHP Grants Coordinator, Janine Twitchell, [jtwitch@uthsc.edu](mailto:jtwitch@uthsc.edu) or via phone at 901-448-2126.

**6. Are there technical resources available to assist with my grant application?**

Yes, UTHSC has an Office of Scientific Writing. The Office of Scientific Writing (OSW) assists UTHSC investigators engaged in basic and clinical research to improve the writing quality of scientific manuscripts and research grant proposals. You may review services available and submit a request on the [OSW webpage](#).

**7. Why does CoHP Pre-Award need to review my proposal prior to routing it to OSP?**

Pre-Award administration is dedicated to supporting the proposal development process, we review, develop, and ensure the budget and justification are accurate and confirm sponsor guidelines are followed, for formatting and submission requirements. Proposals should be submitted to CoHP Pre-Award for final formatting and budget review at least fourteen (14) business days prior to sponsor due date. It is important to maintain constant communications with CoHP Pre-Award throughout the application process to ensure limited revision requirements are needed during the final proposal review.

**8. How many days prior to the sponsor due date should I submit a proposal for routing?**

Proposals should be submitted to the Office of Sponsored Programs for review at least seven (7) business days prior to sponsor due date. Foundation applications require additional review and should be submitted at least nine (9) business days prior to the sponsor due date.

**9. I am submitting a proposal for a Foundation, what are the steps for the submission?**

Foundation applications require approval from the Office of Research and Development. All applicants should contact CoHP Office of Research (Janine Twitchell) for submission guidelines and prior approval

is submitted to the Office of Research and Development, attention: Jamie Whartenby for approval and eligibility prior to submission.

**10. Can I revise my proposal once I have routed to OSP for final review?**

No. OSP receives many applications that must be reviewed and processed and to correct any detected errors before the application can be submitted prior to the sponsor deadline. To avoid confusion and possible delays, the only corrections/revisions allowed are those requested by the OSP reviewer.

**11. What compliance requirements are required and what do I need to do?**

When the proposal arrives in OSP workflow, a compliance review is completed to ensure all federal compliance requirements are satisfied. If any of the requirements are not met, the proposal is placed on hold and will NOT move forward, until ALL requirements are met. Each member must complete three compliance-related tasks: Outside Interest Disclosure (OID), Research Conflict of Interest disclosure (RCOI) and CITI Conflict of Interest training. To prevent delay, it is important to address these compliance requirements prior to routing the proposal. **NOTE:** To assist investigators with regulatory guidelines and ensure requirements are met prior to routing, once a proposal is created an automated email is generated and sent to ALL members listed on the proposal, as a reminder.

**12. What should I do if I receive an award document from a sponsoring agency?**

Immediately forward a copy of the document to the CoHP Grants Coordinator, Janine Twitchell, at [jtwitch@uthsc.edu](mailto:jtwitch@uthsc.edu) and Dr. James Carson at [jcarso16@uthsc.edu](mailto:jcarso16@uthsc.edu).

**13. I plan to have a Graduate Research Assistant (GRA), what is the current salary and benefit information?**

The current FY23 GRA annual salary, benefit rate and insurance cost are \$28,000, 8%, and \$4,037 respectively.

**14. I need a letter of support from Dean Alway, what should I do?**

Provide a draft summary of your proposal and a draft of your letter to CoHP Grants Coordinator, Janine Twitchell at [jtwitch@uthsc.edu](mailto:jtwitch@uthsc.edu). Submit the letter at least four (4) weeks prior to the grant proposal deadline and she will work with the Dean's office to finalize the letter.

**15. Why do I need a current and updated biosketch?**

The goal of the biosketch is to communicate to the reviewers an introduction of your education, research experience and the specific role you will take on for the research proposed. If your biosketch does not follow current guidelines and formatting requirements, your application could be rejected.

**16. What is Allocation of Credit and why do I need to provide this information?**

Allocation of credit is different from percent effort for each investigator. UTHSC strongly promotes inter professional and interdisciplinary research collaborations, either within departments or those that cross departments, colleges, and campuses. [The Investigator Credit Award Policy](#) delineates how appropriate academic credit for the scientific team's work should be allocated.