


## The College of Social and Behavioral Sciences

	Policy:	
	<b>Grant Sign-off in the SBS Dean's Office</b>	
	Revision:	Effective:
	6 June 00	6 June 00

### Policy

### MEMORANDUM

**To:** SBS Faculty

**From:** Holly Smith, Dean  
Diana Archangeli, Associate Dean for Research  
College of Social and Behavioral Sciences

**Date:** June 6, 2000

**Re:** **Grant sign-off in the SBS dean's office**

Getting signatures on routing sheets when preparing to submit a grant proposal to an outside agency ranks up there with visits to the dentist. In an effort to diminish the frustrations, the attached recommendations have been developed in collaboration with department heads. Although these recommendations won't eliminate the need to get signatures, the hope is that the information provided here will at least ease the process.

Under "Process 4b", note that SBS is now requesting that Principal Investigators provide a two-page internal commitment sheet as well as the standard UA routing sheet. Copies of these sheets are attached and they will be on the SBSRI web page (<http://w3.arizona.edu/~sbsri/index.html>).

The aim of the SBS Internal Commitments on Sponsored Projects pages is to identify all resources that are committed should the grant be funded, in order to avoid misunderstandings, frustrations, and disappointments. A secondary aim is to achieve that first goal

with a minimum of additional time from everyone involved. Although a great deal of effort and consultation went into developing these sheets, there is no doubt room for improvement. Send suggestions Diana Archangeli at [dba@u.arizona.edu](mailto:dba@u.arizona.edu). or at the address above.

## **Knowledge**