

College of Social and Behavioral Sciences Grant Sign-off in the SBS Dean's Office

Timing

1. **Allow yourself enough time to get signatures and submit the grant by its deadline.** Our goal is a 24-hour turn-around time for routine proposals.
2. **Important: non-routine proposals may require discussion and take longer than 24 hours.** Complex grants, e.g. those that cross college or departmental boundaries, have exceptions on the internal commitment sheets, or require significant institutional matching funds, may take longer. (Note that approval by a dean in one college does not guarantee approval by the dean of another college.)

Process

1. **Get PIs' and heads'/directors' signatures:** Make sure that signatures of all PIs and all relevant heads/directors are in the right places, including on the SBS Internal Commitments on Sponsored Agreements sheet. There will be no Dean's Office signatures without these signatures first.
2. **Call in advance:** Alert the Dean's Office (621-1112) that a grant will be coming through, and when you expect it will be delivered for signature.
3. **Bring copies of the following to leave at the Dean's Office:**
 - a. Proposal abstract
 - b. Proposal budget
 - c. Documentation of F&A rate if below standard UA rate
 - d. Memo on how space needs (if any) will be satisfied
4. **Bring the following for signature (signed copies for Dean's records will be made):**
 - a. 2-page SBS [Internal Commitments on Sponsored Agreements Sheet](#)
 - b. 2-page UA [Proposal Routing Sheet](#)
5. **Get signature from Dean's Office:** The Associate Dean for Research or a designee will sign for the SBS Dean's Office.

Items checked in Dean's Office (not exhaustive!)

1. Percent of PI effort, credit, and F&A rate are similar. If they are not, the Department Head must include a memo explaining the discrepancy. (For example, a PI from one unit commits 2% of time, gets 100% of credit and 100% indirect cost return while the co-PI puts in 15% of time for 0% credit and 0% ICR.)
2. Anything out of the ordinary is explained and justified.
3. The grant is run through the tenure home department/unit of the PI. (See [Selection of Home Unit for Grant Proposals](#))
Exceptions to this must be approved and may cause delays in getting signatures.)
4. Space requirements are addressed. (If the grant has space requirements that are not met by existing space in the department/unit, include a memo of understanding from

the Space Management Office or from a cooperating department/unit stating where the space is and how it will be funded.)

5. The F&A rate is correct for the agency being approached. (A lower-than-standard indirect cost rate for a particular agency means that UA and SBS funds are being used to support the overhead costs of the research project. If you propose a decrease from the standard F&A rate, include justification for why the UA and SBS should subsidize this project.) Expect that a separately negotiated F&A rate will cause delays in getting signatures.
6. Commitments requested from the College are stated on the SBS Internal Commitments on Sponsored Agreements sheet.
7. Matching funds (see [College and VPR Matching on External Funding Applications](#)) are stated clearly on the UA routing sheet and on the SBS Internal Commitments on Sponsored Agreements sheet.