

USC Division of Biokinesiology and Physical Therapy

MEMORANDUM

TO: Research Investigators, Division of Biokinesiology & Physical Therapy

FROM: James Gordon, Associate Dean & Chair

CC: Research Advisory Committee

DATE: January 15, 2015

SUBJECT: Mandatory Pre-Screening for Division Research Grant Applications

Effective immediately, mandatory pre-screening is required for all research grant applications originating out of the Division. The pre-screening policy requires Principal Investigators, including Faculty, Postdocs, and Students, to submit a one-page proposal outline containing specific aims or equivalent to the Research Advisory Committee (RAC) two-months in advance of the proposal deadline, regardless of sponsor.

The RAC will review the outline to determine if the proposed research concept is appropriate for submission to the sponsor and if possible, provide suggestions and/or feedback about the Specific Aims and general hypothesis of the project. The RAC will make this determination in counsel with the Division Chair within 10 business days of receiving the outline of the project objectives and if necessary, consult with other Division faculty if the research area is outside the scope of our background and expertise. This policy would not apply to proposals when our Division is not the lead, for example if a member of our faculty is a co-investigator on someone else's application.

Proposal pre-screening aligns with recommendation a.1.2 of the University Research Committee's report, "Strategies for research continuity in light of funding uncertainties," which suggests creating, "pre-writing review committees within and between departments to review a one-page research concept outline and provide suggestions and feedback prior to the writing of a complete grant application." By implementing a similar practice in the Division, we hope to increase the success rate of applications submitted for funding and ensure University and Division resources are more effectively utilized.

The proposal outline should be submitted to Bob Gregor (rgregor@usc.edu) and Jennifer Bandich (bandich@usc.edu) via email and include the project title, list of key personnel, application deadline, and any available application guidelines.

