

# USC Division of Biokinesiology and Physical Therapy

## MEMORANDUM

TO: Research Investigators, Division of Biokinesiology & Physical Therapy

FROM: James Gordon, Associate Dean & Chair

CC: Research Advancement Committee

DATE: February 3, 2017

SUBJECT: Mandatory Pre-Screening for Division Research Grant Applications

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Effective immediately, mandatory pre-screening is required for ALL federal research grant applications regardless of funding amount and all foundation or private sponsor grant applications with a total award amount of \$100,000 or more 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 Advancement Committee (RAC) three months in advance of the proposal deadline along with the completed proposal checklist and a budget justification. For all other proposals with or without cost sharing / matching funds please adhere to the timetable and instructions attached.

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 Carolee Winstein ([winstein@usc.edu](mailto:winstein@usc.edu)) and Tasha Hsu ([shihting@usc.edu](mailto:shihting@usc.edu)) via email and include the completed proposal checklist attached.



# Proposal Submission Timeline

For non-federal proposals or private/foundation grants < \$100k w/**OUT** cost sharing or matching funds:

1 Month Before Sponsor Deadline	6 Business Days Before Sponsor Deadline
Submit Proposal Checklist, Specific Aims Page, and Budget Justification	Submit final proposal ready for review and submission to DCG.

For non-federal proposals or private/foundation grants < \$100k with cost sharing or matching funds:

2 Months Before Sponsor Deadline	6 Business Days Before Sponsor Deadline
Submit Proposal Checklist, Specific Aims Page, and Budget Justification	Submit final proposal ready for review and submission to DCG.

For federal proposals or private/foundation grants with an award amount of \$100k and over:

3 Months Before Sponsor Deadline	5 Weeks Before Sponsor Deadline	6 Business Days Before Sponsor Deadline
Submit Proposal Checklist, Specific Aims Page, and Budget Justification	Submit fully drafted proposal ready for external review. External reviewers are allowed up to 10 business days to conduct their reviews and provide feedback.	Submit final proposal ready for review and submission to DCG.



## Internal Proposals:

Internal proposals (i.e. Zumberge, Rose Hills Foundation, USC CTSI & etc.) are not subject to any of the timelines above. You may forward your finalized application to Tasha Hsu (shighting@usc.edu) after your submission. However, if an application (regardless of whether it is internal or not) is in need of a Letter of Support from the Department Chair please contact Tasha Hsu first. Thank you.

# Division of Biokinesiology and Physical Therapy Proposal Checklist

P.I. Name:

*If Multi-PI, list all names*

Proposal Reviewer Name(s):

*If external to BKN, please include School/University/Agency/Company affiliation*

Granting Agency:

*If NIH, indicate specific institute*

Grant Type (R01, R21, U01, NRSA, etc.) or Funding Opportunity Title (if non-NIH):

If this is an incoming subcontract, please list prime institution:

Program Announcement Number or Funding Opportunity URL:

Is this a:      Resubmission      Renewal      Fellowship

Sponsor Due Date\*:

*See "Please Note" section below*

Project Title:

Human Subjects?            Yes            No

Vertebrate Animal Subjects?  Yes            No

Clinical Trial?            Yes            No

Matching / Cost Share?    Yes            No

Independent Contractor/ Consultant?  Yes            No

Outgoing Subcontracts/Satellites?  Yes            No

*Satellite refers to other USC, non-BKN faculty involved in the project who will require a separate account number*

If yes, complete the following:     Institution/Department Name:     Contact Person:

## \* Please Note:

Dentistry requires a Proposal Approval Record (PAR) to be routed through USC at least **6 working days in advance** of the sponsor due date, including the following:

- Abstract (for proposals where USC is the prime) or Statement/Scope of Work (for proposals where USC is a sub)
- Itemized Budget
- Budget Justification
- Biosketches for all Key Personnel

DCG requires full, completed and final proposals to be submitted at least 3 working days in advance of the sponsor submission date.