

Collaborative funding proposal process policy
Updated: 10/1/23

The College and Graduate School of Arts and Sciences values collaborative proposal opportunities with colleagues across the University and understand that Arts & Sciences faculty may be asked to participate in proposals led by other schools.

To streamline the process of collaborative proposals, Arts & Sciences research administration requests that other schools adhere to the following practices when engaging Arts & Sciences faculty on proposals led by other schools.

1. Arts & Sciences research administration adheres to the UVA internal F&S sharing requirements <https://research.virginia.edu/office-sponsored-programs/sharing-fa-costs> This means that the Huron funding proposal has a separate internal budget that includes all direct and indirect costs for the Arts & Sciences portion of the proposed project. Upon award, an internal sub-grant to the relevant Arts & Sciences department will be set up
2. The lead school's pre-award research administrator and the A&S PI should reach out to the appropriate pre-award research administrator at least 3 weeks prior to the proposal deadline. This ensures adequate time for the Arts & Sciences administrator to engage with the lead school, prepare/review budget content, and adequate time for Arts & Sciences review and approvals.
 - a. The Arts & Sciences administrator will assist in the preparation of the Arts & Sciences budget portion of the proposal as well as any other Arts & Sciences specific content that is required for the proposal submission
3. The following ancillary reviews must be completed at the time of proposal submission for any collaborative approvals with a total funding amount below \$100,000
 - a. A&S pre-award research administrator who has been collaborating on the proposal – this ancillary review should be sent first so all future approvals know that the appropriate A&S pre-award administrator has been fully engaged in the proposal
 - b. The A&S faculty member being engaged in the proposal project
 - c. The department chair of the A&S faculty member
 - d. Senior Director Research Administration and Development
4. The following ancillary reviews must be completed at the time of proposal submission for any collaborative approvals with a total funding amount at or above \$100,000
 - a. A&S pre-award research administrator who has been collaborating on the proposal – this ancillary review should be sent first so all future approvals know that the appropriate A&S pre-award administrator has been fully engaged in the proposal
 - b. The A&S faculty member being engaged in the proposal project
 - c. The department chair of the A&S faculty member
 - d. Senior Director Research Administration and Development
 - e. Associate Dean who supervises the faculty member's department
 - f. Associate Dean for Research
5. The appropriate Arts & Science pre- and post-award administrators must be given view only access to the funding proposal