



SIGNATURE APPROVAL PROCESS

Procedure 1.a.01

Signature approval *by the center* ensures that the director has reviewed and approved commitments or requirements of the individual center involved.

Signature approval *by the department* indicates the following:

- i. the project is consistent with the overall objectives of the department,
- ii. represents high-quality research, and has substantial scientific merit;
- iii. adequate (co)investigator time is available to conduct the project and the time committed is consistent with the terms under which the (co)investigator is employed;
- iv. adequate research space and facilities are available within the department(s) to support the proposed project;
- v. requests for new equipment have been reviewed to determine whether similar suitable equipment might be available in the department(s) or school(s); and
- vi. matching funds and resources are available.

Signature approval *by the school* indicates the following:

- i. the project is consistent with the mission of the school(s);
- ii. the commitment of school resources is consistent with the mission of the school;
- iii. new positions would be available if the project is awarded; and
- iv. the school will guarantee any matching funds.

Finally, *administrative signature approval* demonstrates the following:

- i. all department and school approvals have been obtained;
- ii. the budget (direct and indirect costs) is appropriate and equipment items are justified;
- iii. facilities and services required will be available when the project is awarded and the costs requested are adequate to cover the services required (mathematical and statistical services, computer-related services, hospital services, facilities and personnel, animal care services, and electron microscopy and other core or institutional services);
- iv. space requirements have been addressed;
- v. new faculty positions would be available if the project is awarded;
- vi. project applications involving the use of human subjects have been submitted to the Human Subjects Committee (HSC) in accordance with KUMC policies and sponsor-specific mandates, and pre-award approvals have been obtained when required by the University of the granting sponsor;
Kansas City – www2.kumc.edu/researchcompliance/human.htm
Wichita – wichita.kumc.edu/research/humansubjects.html
- vii. project applications involving the use of animals have been submitted to the Institutional Animal Care and Use Committee (IACUC) in accordance with KUMC policies and sponsor-specific mandates, and pre-award approvals are obtained when required by the University or sponsor;
www.kumc.edu/lar/acupform.html
- viii. a biohazard form has been submitted to the Institutional Research Safety Committee (IRSC) for all applications, and all projects involving Class II, III, or IV biohazard risks have been approved by the IRSC;
www2.kumc.edu/researchcompliance/forms/researchsafety.pdf
www2.kumc.edu/researchcompliance/irsc.htm
- ix. project applications involving the use of radioactive material have been submitted to the Radiation Safety Committee (RSC) in accordance with University policies, and pre-award approvals are obtained when required by the University;
<http://www2.kumc.edu/safety/docs/radpolicies.pdf>
- x. applications are complete, conform to funding agency guidelines, and are accurate in terms of forms and budget;
- xi. conflict of interest forms have been submitted for all grant-related personnel, been reviewed by the Research Compliance Division in accordance with KUMC policies and procedures governing conflict of interest; and
www2.kumc.edu/researchcompliance/coi_disclosure_inst.htm
www2.kumc.edu/researchcompliance/coikumcpolicies.htm
- xii. Health Insurance Portability and Accountability Act of 1996 (HIPAA) forms have been submitted for all applications involving protected health information.
www.kumc.edu/hipaa/