

Section	Radiation Oncology	5/24/2007	-Effective
	Grant Submission Policy	2/13/2012	-Revised

Scope	To meet the requirements of Duke University in regards to grants and contracts submitted for institutional review and signoff.
Audience	Radiation Oncology Faculty, Residents, Fellows and Staff
Definitions	<p>SPS: Sponsored Projects System – The system that Duke uses to enter, review and approve all grants, contracts and clinical trials that the University wishes to conduct with funding provided from outside sources</p> <p>ORA: Office of Research Administration – The central office that has the signing authority for the School of Medicine and School of Nursing grant applications and is the office that signs off on contracts and clinical trial agreements.</p>
Policy	All Radiation Oncology Faculty, Residents, Fellows and Staff submitting a grant or contract for funding outside of the University must submit application information and materials to the Grants Administrator in the Radiation Oncology Business Office 14 business days before the sponsors due date. Anyone who does not submit this information by the 14 th business day for the due date will need to ask Terry Brewer for a waiver of this deadline. Waivers will be reviewed on a case by case basis. This due date goes for Federal grants (NIH, DoD, AHRQ, etc), Industry sponsored research, Industry sponsored clinical trials, and Foundations (large and small).
Materials Required	<p>The following is a list of items that are required by the internal deadline:</p> <ul style="list-style-type: none"> Title Abstract Relevance Statement Budget Budget Justification Key Personnel Identified Resources Description Equipment Description Biographical Sketches for ALL key personnel IRB &/or IACUC protocol information <p style="padding-left: 40px;">If using an approved protocol the approval letter must be provided</p> <p>For paper submissions, all science must be complete and in the final format 4 business days before the due date to allow for formatting, coping and shipment to the sponsor.</p> <p>If you would like the business office to help in uploading your materials for an electronic submission you will need to provide the documents 2 business days before the due date. Otherwise, the scientific sections you can upload right before you submit the application.</p>
Violations	Anyone who does not comply with this policy takes the chance that their grant will not be submitted to the sponsor and therefore they will either have to wait until the next submission cycle or they will miss out on that funding opportunity.
Due Date Examples	An application to the NIH that is due on June 5, 2012 has an internal due date to the business office of May 18, 2012. A Grant Due on November 26, 2012 would have an internal due date of November 1, 2012 due to the holiday.
Assistance	Any inquiries relating to this policy may be addressed to Erin Dillard, Terry Brewer or Dr. Willett.