

## Internal Review Form for Contracts and Grant Proposals

A formal proposal to conduct research and sponsor programs from an external funder represents an offer by Salisbury University acting as an agency of the State of Maryland. It is necessary therefore that any such proposal has the endorsement of those responsible for carrying out the project as well as those authorized to commit the University and campus to a legal offer. A review and routing procedure has been established in order to ensure that each proposal or application has been reviewed and endorsed by various responsible persons and that compliance exists between sponsor, donor, University, and the State policies.

The director of University Research Services (85395) can assist you in completing the internal review form (this form is available at <http://www.salisbury.edu/grants>) and welcome the opportunity to meet with you to discuss your project and the best way to secure support forms.

The people involved in the internal review and processing are as follows:

**Principal Investigator** is responsible for the technical content, quality and preparation of the proposal.

**Department Chair** is responsible for certifying to the academic soundness of the project, the compatibility of the project with the Principal Investigator's other commitments, the availability of space and facilities, cost sharing commitments, assuring that the project is in keeping with department objectives, and concurring that the proposal should be submitted to the agency or foundation named.

**Dean of the School** is responsible for determining the appropriateness of the project within School programs, and that the resources will be available.

**University Research Services** is responsible for providing technical assistance in proposal development, ensuring compliance with applicable Federal and State laws and regulations, and University administrative and academic policies. Concurrently issues of institutional financing, cost sharing, prior acceptance of contractual terms, budget matters, and ensuring that the content meets with acceptable standards involving human subjects research and the experimental use of animals are resolved here.

**Official commitment by Administration as indicated on Internal Review Form.**