

**University of Michigan School of Nursing  
Grants and Research Office**

**TO:** School of Nursing Research Faculty  
**FROM:** Carolyn M. Sampelle  
**RE:** Updated GRO Services for Research Projects  
**DATE:** August 22, 2006

The following information details changes in GRO services and the rationale for each:

1) New DRDA and GRO deadlines for NIH electronic submissions

DRDA now requires that they receive: a) the administrative shell (signed PAF, budget, justification, abstract) **7 BUSINESS DAYS** in advance of the deadline, and b) the narrative & completed application **4 BUSINESS DAYS** in advance.

Therefore, GRO now requires: a) the complete budget/justification and PAF for signatures **14 BUSINESS DAYS** in advance of deadline. b) The final narrative and appendices are due to the Grant Coordinator in accordance with the **“final prep” day** scheduled at time of receipt of Notice of Intent to Submit a Proposal, i.e., the earlier the Intent form is received, the later the final prep day.

Rationale: We are implementing this practice to assure that proposal successfully navigate any electronic grant submission “glitches.” As you are aware, NIH will not accept hardware/network failure as an excuse for lateness. Other University units have instituted the **seven business day policy prior to DRDA deadline**, and we believe it to be a prudent practice, at least in the short term. After we have successfully traversed several RO1 electronic submission cycles, we will revisit this policy. If it is clear that greater flexibility does not jeopardize the electronic submission process, we will consider reducing the seven day requirement.

2) Institutional Review Board (IRB) application process

PIs are asked to designate a member of their research staff as the IRB contact. The **DESIGNATED INDIVIDUAL WILL HAVE PRIMARY RESPONSIBILITY FOR COMPLETING eRESEARCH FORMS** required for IRB review and continuation of a research project. (For PIs who do not yet employ research staff who can take on this responsibility, the designated individual will be the PI.)

Rationale: The IRB application is a direct extension of one’s science, e.g. only the scientist can accurately anticipate potential risks and benefits of an intervention. GRO Grant Coordinators are familiar with the eResearch process and will be available for backup support. (Please contact Jennifer Goodhue or Karen McIlroy to schedule a time, if you anticipate needing substantial guidance.) Other GRO resources available to facilitate IRB applications are:

- Chris Black for review of consent forms for readability and grade level
- Jennifer Goodhue for HIPAA compliant procedures.

3) Archives

Files of **FUNDED APPLICATIONS WILL BE ARCHIVED FOR 7 YEARS** from the date of funding; files of **UNFUNDED APPLICATIONS WILL BE ARCHIVED FOR 3 YEARS** from the date of submission.

Rationale: Limited file space dictates this practice. PIs will be notified when the file is scheduled to be destroyed and may opt to store the file in their personal space.