



**Research and Grants Administration
CAMC Health Education and Research Institute, Inc.**

Approved by: *Sharon G. Hall*
President, CAMC Institute

Effective Date: 3/1/09

TITLE/NO: 2.0 ADMINISTRATIVE REVIEW

Policy: All requests for funding made by any person, department, or entity of CAMC, CAMC Institute, IHCP, or any other entity (through affiliation agreement or contract), that will result in a grant or contract or that will otherwise be subject to regulatory or sponsor restrictions and that involve a commitment of resources, must be reviewed by Research and Grants Administration prior to receiving Institutional Approval and submission to a funder.

Acronyms: CAMC (Charleston Area Medical Center)
CAMC Institute (CAMC Health Education and Research Institute)
IHCP (Integrated Health Care Providers)
PD (Project or Program Director)
PI (Principal Investigator)
RGA (Research and Grants Administration)

Reference: CAMC Administrative Policy 2021.00

Procedures:

1. All proposals and supporting documents must be submitted to Research and Grants Administration at least 10 (ten) working days before the sponsor's deadline.
 - a. Proposals received less than 10 (ten) working days prior to the sponsor's deadline may not be reviewed.
 - b. The Director of Research and Grants Administration is authorized with justification to postpone a submission that may ultimately be detrimental to the Principal Investigator/Project or Program Director's, or to the Institution.
 - c. Proposals submitted to the sponsoring agency without Research and Grants Administration review and/or approval by the Institutional Official, may be subject to actions which may include but are not limited to:
 - i. Withdrawal of the proposal;
 - ii. Refusal of the award if funded;
 - iii. The terms and conditions, budget, resources and so forth being negotiated before acceptance of the award; or

- iv. Costs expended by the Principal Investigator/Project or Program Director's department for the proposed project prior to the grant award will not be covered by CAMC Institute.

2. Proposals must be submitted with a completed (i.e. all signatures acquired) Grant Approval/ Routing Form (SPG-01).

- a. Required signatures indicate the applicable approval of the Principal Investigator/Project or Program Director's department head, manager, administration or person at the Vice President level.
- b. Once the Administrative Review is completed, Research and Grants Administration will forward the proposal to CAMC Institute's administrative office for Institutional Approval.