



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

Approved by: Sharon Hall

President, CAMC Institute

Effective date: 3/1/09

Title/No: 3.0 ELECTRONIC PROPOSAL SUBMISSIONS

Policy: Proposals that can, or are required to be submitted by electronic means (e.g. the internet) are subject to Administrative Review and Institutional Official approval prior to submission.

Reference: CAMC Administrative Policy 2021.00

Procedures:

1. The proposal must be submitted for review following the guidelines provided in the Administrative Review Policy 2.0.
2. Research and Grants Administration must submit the electronic application whenever possible.
 - A. If not possible the Director of Research and Grants Administration must be listed as the primary applicant contact.
 - B. If the Principal Investigator/Project or Program Director submits the proposal, then notification of the submission and a copy of all material sent to the sponsor must be forwarded to Research and Grants Administration.
 - C. All electronic communications between the sponsor and the Principal Investigator/Project or Program Director related to administrative matters must be forwarded to Research and Grants Administration.