

A close-up photograph of grass blades covered in a fine layer of white frost or dew. The background is a soft, out-of-focus blue and white, suggesting a misty or foggy environment. The lighting is bright, creating a high-contrast scene with some lens flare effects in the upper right corner.

Proposal Updates and FAQs

Christie Sayre

AGENDA



- Introduction
- New Proposal Submission Policy
- Proposal Submission Timeline
- Updates to InfoReady process for internal Vet College Grants
- Nonfinancial Agreements
- FAQs



INTRODUCTION

For those of you I haven't met, I am the Research Administration Coordinator for the Department of Clinical Sciences.

I am the first point of contact for all Preaward support for both financial and nonfinancial agreements.

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PROPOSAL SUBMISSION POLICY

Proposal Notification Requirement

Moving forward, all planned proposal submissions must be initiated through the [CVM Proposal Notification Form](#) (at least 15 business days prior to the due date). This form alerts your Research Coordinator and Grant & Contract Officer of your intent to submit and officially initiates the support request required under the new policy. **The proposal notification form MUST be completed by the PI, not by any other representative.**

Additional CVM Timelines

To ensure adequate time for compliance review, high-quality submissions, and appropriate support to faculty, CVM will implement the following internal timelines in addition to those outlined in the university-wide proposal submission policy:

Administrative documents must be submitted to your Research Coordinator **no later than two business days prior to the CVM College Research Office (CRO) deadline (9 am).**

Although the Office of Sponsored Research (OSP) policy states that scientific documents may be revised until 9:00 a.m. on the sponsor deadline day, CVM requires additional time for internal review and processing by the Research Coordinators. Therefore, **all final scientific documents must be submitted to your Research Coordinator by 1:00 p.m. on the business day prior to the sponsor deadline.** Final scientific documents submitted within the full review window (i.e., seven business days before the sponsor deadline for Research Coordinator review and five business days before the sponsor deadline for CRO review) will be reviewed in their entirety, along with all administrative components.

These requirements ensure that your Research Coordinator has sufficient time to complete their responsibilities and that applications are fully compliant and ready for submission through the CVM CRO on the sponsor deadline day.

Important Reminder

As noted in the original communication, any proposal that receives an award but was not routed through the CVM CRO for submission will require special approval from the Provost before the award can be accepted.

Proposal Submission Timeline: College of Veterinary Medicine

15 (or more) business days prior to the due date	7 business days prior to the due date	5 business days prior to the due date	1 business day prior to the due date	Due Date
<p>Complete: CVM Proposal Notification Form</p> <p>If there are sections of the form you are not sure of (i.e., budget amount or exact project start dates) they can be left blank.</p> <p>Your Research Coordinator (RC), Christie Sayre, will reach out via email after the form is submitted with the due dates for proposal materials.</p>	<p>All Final documents are due to RC for review by 9:00 am.</p> <p>*If additional time is needed for scientific documents they can be submitted after the 7 business days but may not get a full review.</p> <p>Scientific documents include:</p> <ul style="list-style-type: none"> *Project Summary/Abstract *Narrative/Research Plan/Project Description *Specific Aims *References Cited 	<p>Final documents due to College Research Office (CRO) for review by 9:00 am.</p> <p>The RC will draft the email and send documents to the CRO by the deadline.</p> <p>After the CRO reviews the documents, an email will be sent from the CRO with feedback/comments on the documents prior to the submission date.</p>	<p>If not shared previously, final scientific documents are due to your RC no later than 1:00 pm.</p> <p>**Final scientific documents submitted within the full review window (i.e., 7 business days before the sponsor deadline for RC review and 5 business days before the sponsor deadline for CRO review) will be reviewed in their entirety, along with all administrative components.</p>	<p>If final scientific documents were not shared previously, they are due by 9:00 am to the CRO.</p> <p>All final documents loaded into the sponsor's submission system and submitted or CRO will email the required documents per the guidelines.</p>

UPDATES TO INFOREADY: INTERNAL GRANTS

- Principal Investigators are responsible for uploading and submitting application materials in [InfoReady](#).
 - This new process will include all internal grants submissions including Cornell Feline Health, Harry M. Zweig Memorial Fund, Resident Research Grants, Equipment Grants, Research Grants in Animal Health, Liz Hanson Graduate Fellowship, and CV Graduate Scholarship Program.
- Your Research Administration Coordinator (Christie Sayre) will continue to review your budget and justifications prior to submission.
 - If possible, please share the budget and justification at least 5 days prior to the deadline.
- The [proposal notification form](#) is not required for internal grant submissions, but we are requesting you fill it out for tracking purposes and to notify Christie of the number of budget and justifications will need review.
- Inquiries about the guidelines and submissions process should be directed to [Melinda Cirri](#) in the College Research Office.
- For all other internal grants, please reach out to Christie with information on the call and she will review and let you know if you can submit application materials directly or will need to send through her and/or the College Research Office.

NONFINANCIAL AGREEMENTS (NFA)

NFAs include NDAs, MTAs, and DUAs.



Is the outside agency asking for a NFA? If yes, we would process the agreement through OSP.

Reminder that all NFAs must be approved by the OSP. The process involves submitting through the RASS (Research Administration Support System).

PI Responsibility: The Principal Investigator must ensure all necessary protocols, such as IRB or IACUC, are in place.

Export Control: If receiving confidential information, check for export control risks. Controlled technology cannot reside on campus without approval.

Ownership: The agreements often cover intellectual property rights, insurance, and indemnification.

Termination/Return: Agreements usually require a plan for the destruction or return of materials/data at the end of the project.

Standard NDA: Cornell offers a standard NDA, which can be signed by individuals only if no changes are made and it meets specific criteria, such as not involving controlled information.

Institutional Review: If the standard NDA conditions are not met, the agreement must be submitted to the OSP for review and institutional signature.



FAQs

I was approached by a company who has developed a technique, an instrument, a drug, etc. who would like me to test it. How do I proceed?

Research Agreements with companies

- Will there be intellectual input, analysis of findings or recommendations based on the work?
- Is there a possibility of publishing the results?
- Does performance of the work require animals, human participants, recombinant DNA, transgenic plants, biohazardous materials, select agents or similarly regulated materials?
- Is there a budget and/or is the PI's effort going to be charged to the company?
- If yes to above, this most likely is a research agreement.
- Fill out a [proposal notification form](#). All policy requirements for due dates must be met.
- A RASS record, scope of work, budget, and budget justification are required.
- Do they have a published Indirect Cost Rate (IDC)? If not, full IDC will be included.
- Could the work be classified as a Clinical Trial? See next slide.



FAQs

I was contacted by a company to test their product and would like to determine/request the Clinical Trial reduced IDC rate.

College Definition of Clinical Trial: A veterinary clinical trial is a research study conducted on animals to evaluate the safety and effectiveness of novel treatments, diagnostic tools, or medical approaches intended to improve animal health and advance veterinary medicine. These studies may test new drugs, medical devices, surgical techniques, vaccines, diets, or behavioral therapies. Veterinary clinical trials are specifically designed to benefit the enrolled animals while contributing to broader scientific understanding and, in some cases, informing both veterinary and human medical advancements.

- The college offers a subsidized IDC rate of 33% for projects that qualify as clinical trials research.
- Fill out a [proposal notification form](#). All policy requirements for due dates must be met.
- A RASS record, Form 11, list of personnel involved, scope of work, budget, and budget justification are required.
- The budget and scope of work must be approved by [Carol Frederick](#) prior to submission to the Research Coordinator.
- If [AHDC costs](#) are included the budget and scope of work must be approved by the ADHC Executive Director or their designee prior to submission.
- Information will be shared with the college research office for review and **approval** of the IDC request prior to submission.

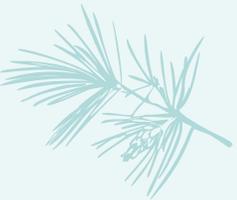


FAQs

I was asked to serve as a Co-PI, Co-I on a proposal submission from a PI at Kalamazoo College. What am I required to do?

This is considered a **Subcontract** to Kalamazoo College:

- Fill out a [proposal notification form](#). All policy requirements for due dates must be met.
- If you don't have a list of the requested documents from the OSP office at the collaborating college or company, request the PI to connect us to their contact for a list of the requested materials, confirmation of your role on the project (Co-PI, Co-I, collaborator), a copy of the RFP, and the due date of your materials to their office.
- A RASS record, scope of work, budget, and budget justification are required in addition to any other requested documents by the main PI's college or the company submitting.
- If requested from Weill Cornell Medicine, it is considered a subcontract.



FAQs

I am preparing a proposal submission and would like to collaborate with a PI at Kalamazoo College. What am I required to do?

This is considered a **Subcontract** from Kalamazoo College.

- Fill out a [proposal notification form](#). All policy requirements for due dates must **be met**. Depending on the role of the PI at Kalamazoo College the list of materials could vary. Please include the PIs role and contact information on the proposal notification form.
- Request the PI to connect us with their OSP contact so that we can provide them with a list of the requested materials, a copy of the RFP, and the due date of their materials to our office.
- A subcontract RASS record will be created in addition to your RASS record. All required subcontract documents will be uploaded into the subcontract RASS record and need PI sign off prior to submission.
- All subcontract documents will be incorporated into your proposal materials prior to submission. We must receive all the required subcontract documents **no later than 7 business days** before the sponsor's due date.
- Weill Cornell Medicine is considered a subcontract on our submissions.



FAQs

I was asked to collaborate on a proposal submission with another PI on the Ithaca campus. What am I required to do?

- We prefer you to fill out a [proposal notification form](#) for CVM tracking purposes, but it is not required. The lead PI should fill out the proposal notification form required within their unit. Each college has a different mechanism for submissions. The lead department will follow the submission policy requirements.
- If we haven't been contacted already, request the PI to connect us to their OSP contact for a list of the requested materials, confirmation of your role on the project (Co-PI, Co-I, collaborator), a copy of the RFP, and the due date of your materials to their office.

I was asked to collaborate on a proposal submission with another PI in the College of Veterinary Medicine. What am I required to do?

- The lead PI should fill out the [proposal notification form](#) and include you as a Co-PI or Co-I and add our department in the department section of the form.
- If our department is added, the proposal will show up on the department list, I can reach out to the research coordinator to obtain information on the submission.
- We will need a list of the requested materials, confirmation of your role on the project (Co-PI, Co-I, collaborator), a copy of the RFP, and the due date of your materials to their office.



FAQs

I am submitting a proposal and would like to include a PI on the Ithaca campus. What am I required to do?

- The lead PI (you) will need to fill out a [proposal notification form](#). Make sure to include all Co-PI's, Co-I's, and Collaborators in the form and specify their roles. **All policy requirements for due dates must be met.**
- I will reach out to the PI for their OSP contact information so that I can share a list of the requested materials, a copy of the RFP and the due date of their materials.

I would like to submit to a Letter of Intent/Preproposal, Concept Paper/White Paper. What am I required to do?

- Fill out a [proposal notification form](#). All policy requirements for due dates must be met.
- Once this is completed, we can review the required materials and determine if the materials need to flow through the CRO. Typically, if a full budget and justification and/or University sign off is required it will need to go to the CRO for review.
- A RASS record may be required depending on the submission requirements.





THANK YOU

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[Faculty Research & Grant
Planning](#)