**Procedures for UAEC Submissions**

* Advertise deadline in Communications – 6 weeks, 3 weeks and 1 week prior to the deadline.
* Contact Faculty Senate Office, ext. 3007 for a list of the current FY UAEC members and name of the chair.
* When applications are received, check each one for completeness. If something is missing, or applicant is not eligible ask Lynn. Online with InfoReady
* Check UAEC/URC database to see if applicant has received an award from either committee in the last 4 years. (The UAEC is not clear on whether or not this would prevent the applicant from receiving another award). If the applicant has had previous wards in the last for years, they should be listed on the application. Look in OSP Databases UAEC and URC Excel Spreadsheets.
* Notify the UAEC chair if the applicant has received an award in the last 4 years to get approval.
* If they have had previous awards, check the spreadsheet to see if a final report was received for the last awarded project. If not, email the applicant and ask them to send OSP a brief report of what they did with the previous funding. Explain that even if awarded, they cannot receive funding without the report in their file.
* If applications meet all requirements, accept them in the InfoReady system moving the application on to the review process.
* Assign a UAEC database number after the application has been accepted.
* Prepare a file folder. (See saved templates)
* Print application and place it in the folder with the assigned number.
* Enter application information into the UAEC excel spreadsheet.
* After the deadline, scan copies of all accepted applications to send to the Director. Make a note of applicants that have received funding in the last four years. The Director will review them and send them on to the chair.
* The Director will notify you if the applications are finished with the OSP Review step in InfoReady. If they are, mark them “accepted” in the OSP review step. They will then be ready to be assigned reviewers.
* Go into the InfoReady system and make sure all applications show “accepted”. Complete the OSP Review section in InfoReady and assign reviewers according to the Director or UAEC Chair.
* When awards are decided by the committee, ask the Director if the Chair would like to draft the award and denial letters, or if OSP will be drafting letters informing the applicants of the UAEC decisions. (If OSP drafts the letters, see saved templates)
* If the chair is drafting the letters, make sure the UAEC chair has a copy of an appropriate letter that includes necessary information the recipient needs. Inform the chair that we have the UAEC letterhead and can print the letters for him/her to sign.
* Check to see if the awardee needs IRB, IACUC or Biosafety approval. Make sure the letter indicates that approval from the appropriate committee is needed before research begins and funds can be released. (Most UAEC proposals won’t require approval, but it is better to check just to be on the safe side)
* OSP sends original letter to applicant; and copies to deans and chairs. (See saved templates in shared drive) Put a chekmark next to the person’s name that is receiving the copy so they know it is theirs to keep.
* OSP sends award letters along with the budget pages from the application to Contracts and Grants. (Scan them and send them by email. Label them with UAEC # and PI name)
* After awards are decided by the committee, enter the information in the UAEC Excel Spreadsheet in the shared drive.
* Enter information in the OSP URC Budget spreadsheet.
* Do a spreadsheet report of the funding, i.e., who was funded, their department, title of project, and amount. Title will be UAEC FY ## Awards. Save in the shared drive under UAEC. (See previous years for guidance)