

INTRAMURAL PROPOSAL SUBMISSION AND MONITORING POLICY

*Responsible administrator: Associate Dean for Research (ADR), Division of Research (DoR)
HSOP. Last updated/reviewed: October, 2021*

ALL PROPOSALS FOR INTRAMURAL FUNDING MUST BE SUBMITTED THROUGH DoR OR WITH THE FOREKNOWLEDGE OF HSOP OSP AND RECEIVE AN HSOP INTERNAL TRACKING CODE THROUGH [RxWeAPPLY](#). PROPOSALS MUST BE APPROVED BY THE APPLICANTS' RESPECTIVE DEPARTMENT AND/OR *DIVISION HEADS AND/OR CENTER DIRECTORS.

*The Division Head refers to the Associate Dean of an HSOP administrative division (e.g., CAO, Academic Programs, or FASI); a Center refers to a duly recognized and approved, HSOP mission-based center.

ALL PROPOSALS THAT REQUIRE MATCHING FUNDS FROM HSOP AND/OR ADMINISTRATIVE COST-SHARING MUST RECEIVE FINAL APPROVAL BY HSOP ADMINISTRATION TO INCLUDE THE ASSOCIATE DEAN FOR RESEARCH, AND THE DEAN, HSOP.

Processing Proposals for Intramural Funding

1. Proposals are initiated by the principal investigator. For intramural proposals, principal investigators can be faculty, staff, or students, depending on the funding opportunity. Early identification of a proposal opportunity is critical to ensure proper coordination and enhance proposal preparation. Most intramural grant programs have submission deadlines and specific application instructions and procedures.
2. Eligible PIs will initiate internal application discussion, planning, and support processes using [RxWeApply](#)
3. Depending on matching funds or cost-sharing requirements, a principal investigator may be required to participate in an HSOP pre-application process for the purposes of "resources prioritization" within an application pool when matching funds or other resources are limited. The HSOP prioritization process will be coordinated by the DoR using an internal, merit-based review panel, and undergo an administrative prioritization process involving the academic department/division heads, the ADR, and the Dean, HSOP.
4. Similar to extramural awards, recipients of intramural awards must begin working with HSOP OSP at the time of award notification to ensure administrative oversight and that the goals and fiscal obligations for conducting the project are met.