



Proposals Approval and Submission Process

All proposals submitted by the university must be reviewed and approved by the PI's Department Chair, Dean, and/or Center Director. Depending on the activities or special commitments (such as cost sharing) in the proposal, additional reviews and approvals may be required. A Ready-to-Submit proposals must be received in OSP at least 4 working days, prior to agency due date.

[Financial Conflict of Interest Disclosures](#) must be submitted by each investigator or key person named in NIH and NSF proposals prior to submission of the proposal. Other sponsors may require this disclosure as well; refer to the funding solicitation.

Electronic Routing via BANNER

[Instructions on how to approve a proposal in BANNER](#)

Internal Routing and review process:

Principal Investigator, Co-investigator, and Key personnel
Department Chair, Dean and/or Center Director of the PI, co-investigator and Key Personnel identified by name in the proposal if not in fiscally responsible unit.
OSP senior contract administrator for proposal review
Director, Office of Sponsored Programs

Complete Roles and Responsibilities of the above individuals can be found at this [link](#).

Conflict of Interest Disclosure

The National Science Foundation (NSF) and the National Institutes of Health (NIH) have adopted regulations on financial conflicts of interest by principal investigators and other key personnel responsible for proposing, conducting and reporting on the results of research.

[UAH's implementation of both agencies' regulations](#) includes a requirement that the principal investigator and other key personnel provide information PRIOR TO THE SUBMISSION OF PROPOSALS on the extent (if any) of any financial holdings or income which meet the government's thresholds (\$10,000).

Potential conflicts do not need to be resolved before submission of the proposal.

Conflict of Interest Disclosure can be completed online at this [link](#).