

Office of Research-NSU (2019-2020)

FLOW CHART FOR CTRG RFA AND APPROVAL PROCESS

1. The Director, Office of Research-NSU, announces that a CTRG funding cycle is open. Faculty are invited to complete the requisite application template.



2. Applicant faculty members submit the grant proposal to the Director, Office of Research, with *copy of cover letter* to Department Chairperson, School Research Coordinator, and School Dean.



3. The Director, Office of Research-NSU, transmits coded applications to the respective School Scientific Review Committee for scientific merit review.



4. The School SRC Chairperson convenes the School SRC to evaluate submitted proposals for scientific merit.



5. The School SRC Chairperson forwards the School SRC's recommendation of short-listed proposals (those approved) to the Director, OR-NSU.



6. The Vice Chancellor, acting as Chair of the CTRGC, convenes the CTRGC to review the short-listed proposals, assess the proposed budget in each proposal, and recommend (approve) or not recommend (disapprove) funding.



7. The Vice Chancellor, as Chair CTRGC, submits the committee's recommendations on funding to the NSU Syndicate for approval.



8. The NSU Syndicate reviews the CTRGC recommendations and forwards its recommendation to the NSU Board of Trustees.



9. The NSU Board of Trustees evaluates and approves grants to faculty and the Board Secretary, acting on behalf of the BOT, communicates this decision by memorandum to the Vice Chancellor, with copy to Director, OR-NSU, the Treasurer, and the Director, F&A.



10. The Director, OR-NSU, announces approved grant awards to respective faculty applicants, with copy of award list to School Deans.



11. The Treasurer authorizes disbursement of grant awards, with notice to the Vice Chancellor as Chairperson, CTRGC, the Director, OR-NSU, and the Director, F&A.



12. Faculty requiring IRB/ERC or IACUC review complete the ethical clearance template and submit it to OR-NSU for transmittal to the respective committee.



13. The Director, OR-NSU, submits proposals requiring NSU IRB/ERC or NSU IACUC ethics approvals to the respective committee for ethics review of research protocol.



14. After convening and reviewing the research protocols, the Chairperson, NSU IRB/ERC, or Chairperson, NSU IACUC, as appropriate, submits memorandum to the Director, OR-NSU, identifying which proposals have been approved according to standard protocol review criteria.



15. The Director, OR-NSU, submits memorandum to the Director, F&A, authorizing disbursement of grant funds to those faculty having NSU IRB/ERC or NSU IACUC ethics approvals.