

Preparing and Processing Proposals

What follows is a layout of the steps, including administrative steps, in preparing and submitting a grant proposal. Some steps are guides for the investigator, such as the steps involved in drafting a proposal. Some steps are legally and/or institutionally required, such as sign-off by the Provost's Office (see section on Internal Review). The specific sections of the proposal are addressed more fully in a later section of this *Handbook*, titled "Proposal Writing In-Depth."

Note: All projects involving the use of human participants must be reviewed by the University's Institutional Review Board (IRB). Forms for submitting your research protocol to the IRB are available from the Office of Research and Sponsored Programs, or from the IRB Web site at administration.adelphi.edu/osp/irb.php, and a reproduction is included in the IRB section of the Handbook. The IRB is currently cochaired by Dr. Michael O'Loughlin, Ruth S. Ammon School of Education, and Dr. Carolyn Springer, Derner Institute of Advanced Psychological Studies. The IRB has representation from all schools and the college.

All projects involving vertebrate animals must be reviewed by the University Animal Care and Use Committee (ACUC). The current chair of the ACUC is Dr. David Jones, College of Arts and Sciences. The ORSP is your contact point for both the IRB and the ACUC.