

Sponsored Instruction and Educational Activity Including Continuing Medical Education (CME) Grants

Required documents for these grants include:

- UAB Extramural Checklist
- Grant application agreement (paper or electronic)
- Internal budget including 10% Indirect Cost Recovery (0% if off-campus)
- Necessary CIRB forms
- Sponsor contact name, telephone #, FAX # and email address

Grant applications shall be submitted to OGCA as a Proposal. Please include:

- **A budget to be reviewed for the correct indirect cost rate.**
- **Originals or electronic versions of the agreement for review and redline of required changes.**

NOTES:

- University Contracts cannot execute Sponsored Instruction and Educational Activity grant agreements.
- UAB cannot enter into 3 party agreements. The agreement must be between UAB and the sponsor; however, if the provider is not UAB, we can subcontract to another provider.
- OGCA is currently working on master and / or template agreements with our most frequent sponsors.

Agreements are:

- Routed to OGCA for review and/or execution on behalf of UAB (as applicable)
- Routed to Legal for review
- Routed to the PI for signature (if applicable)
- Fully executed agreements are sent to the PI, Department Contact, Award Manager and Grants and Contracts Accounting office

*****IT IS THE RESPONSIBILITY OF THE PI TO ROUTE A COPY OF THE
FULLY EXECUTED AGREEMENT TO THE SCHOOL OF MEDICINE,
DIVISION OF CME TO ENSURE CERTIFICATION OF THE ACTIVITY FOR
CME CREDIT*****

Revised 8/19/08