

⚠️ External submissions may include scholarships, fellowship, abstract awards, etc. If an account is needed to distribute awarded funds, follow the submission guidelines.

## OSP Submission Requirements and Guidelines

DOP Faculty and Administrators,



Pediatric Administration is seeing an increase in cases of **external grant/contract submissions** without appropriate departmental and UAB Office of Sponsored Programs (OSP) review.

The OSP guidelines state that any awards received for grants/ contracts submitted without appropriate OSP review will not be accepted by UAB due to potential legal/liability ramifications. Please remember to adhere to the posted OSP guidelines for submission: <https://www.uab.edu/research/home/osp-submission-requirements>.

The Department of Pediatrics (DOP) submission policy: Your proposal and supporting documents (i.e., Name of the Funding Agency, Funding Opportunity Announcement and/or Guidelines) must be received in the Pediatrics Administration Grant email inbox ([dopgrants@uabmc.edu](mailto:dopgrants@uabmc.edu)) **no later than 8:00 a.m. 10 full business days prior to a sponsor's deadline**. This allows for departmental review and appropriate signatures be obtained for all proposals.

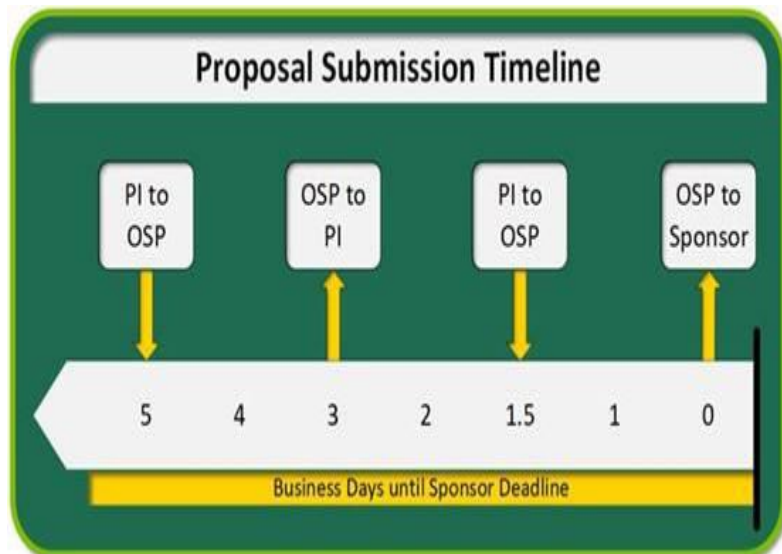
Please use this naming convention in the subject line of the email: **PI Name, Funding Agency, Sponsor Due Date and Time**.

*Example:*

To: [dopgrants@uabmc.edu](mailto:dopgrants@uabmc.edu)

Subject: **Mitch Cohen, MD; NIH, Due January 31, 2021 at 8 am**

From here, draft submissions are **due to OSP no later than 8AM 5 business days prior to a sponsor's deadline**. After OSP feedback is received on a draft submission, the final version should be back in OSP's hands by **12PM the business day before the sponsor's deadline**.



If you have any questions regarding grant submission processes or requirements please contact Jimmy Alston ([jimmyalston@uabmc.edu](mailto:jimmyalston@uabmc.edu)) or Geeta Chhabra ([gchhabra@uabmc.edu](mailto:gchhabra@uabmc.edu)).