



COLLEGE OF PHARMACY

Office of Research and Business



# Meet the Research Team

**Kymia Love Jackson, Director**

[klove@health.usf.edu](mailto:klove@health.usf.edu)

**Monica B. Torres, Pre-Award Admin**

[mbatista@health.usf.edu](mailto:mbatista@health.usf.edu)

**Danisha Benjamin, Post-Award Admin**

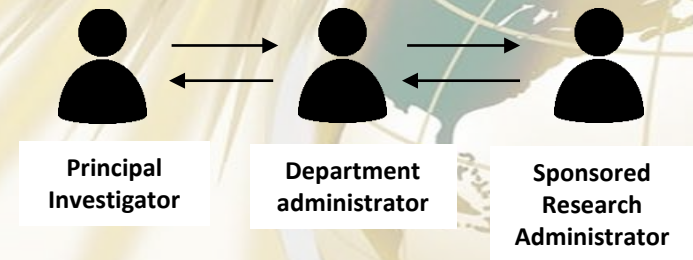
[dnbenjam@health.usf.edu](mailto:dnbenjam@health.usf.edu)

# Pre-Award Process

1. Contact your Pre-award Administrator to discuss proposal development and submission process.

2. USF Internal Requirements

- a. Internal Form
- b. Conflict of Interest Inventory
- c. eRA Commons (NIH)/FastLane (NSF)



3. PI submits proposal documents to pre-award admin for review following the deadline below. Feedback will be provided, as necessary.

4. Final documents are submitted to USF Sponsored Research for final review and submission.

## DEADLINE

- Submit final proposal documents including budget and budget justification to ORB at least 5 business days before sponsor deadline.

# PI's Role and Eligibility



- USF Research Roles and Responsibilities

<http://www.usf.edu/research-innovation/documents/about-usfri/roles-responsibilities.pdf>

- Guidelines to Determine the Eligibility of A Principal Investigator

<http://www.usf.edu/research-innovation/documents/about-usfri/pi-eligibility.pdf>

- Contact your pre-award admin to assist with the PI eligibility approval process.

# Post-Award Process

## You are Awarded!!!

- Submit Notice of Award (NoA) to Post-Award Administrator
- USF Internal Requirements
  - Compliance Forms (i.e. IRB, IACUC, Biosafety requirements) - if necessary
  - Grant Budget Release Form (GBR)
  - FAST Workflow Form
- The Research Award Notice (RAN) is released
- Conduct the research
- Manage budget
- Project Closeout



# THE FUTURE OF PHARMACY IS HERE.

UNIVERSITY OF SOUTH FLORIDA  
COLLEGE OF PHARMACY

**USF**<sup>®</sup>  
HEALTH