

**My protocol is not funded by a grant or contract, but there is no option for “Not Applicable” under “Funding” on the protocol submission form. How do I indicate “N/A”?**

Protocols without an external funding source are considered to be “internally funded.” While internal funds may consist of a departmental award or private funding, the term “internally funded” also refers to the University’s compensation for the researcher’s time spent performing the research. Since salaries are paid by the University, any time spent on research that does not have an external funding source is paid for by the University. Therefore, for studies without any external funding, investigators should check “internal funding” on the submission form.

**My protocol is funded by a grant at another institution. What do I check on the submission form under “Funding”? What documentation should I submit to the IRB?**

If your protocol will be funded by a grant awarded to another university, in many cases some portion of the funds from that grant will be awarded to the University of Chicago as a subaward. If the grant at the other site is providing any funds to our site in a subaward, researchers should submit a copy of the final subaward application to the IRB and indicate that the project is funded by a grant to another institution on the External Funding page of the submission.

The subawardee should be listed as a member of the research team in the protocol submission form.

If the University of Chicago is not receiving any funds from a grant that has been awarded to another site, the project is considered to be “internally funded.” No additional documentation is required for “internally funded” protocols.

**My grant has been submitted to the funding agency, but an award determination has not yet been made. How do I clarify this on the protocol submission form? Does the IRB still require a copy of my grant?**

If the grant for which you have applied has not been awarded and you are not certain it will be awarded, the IRB submission is considered to be “internally funded” until such time as a grant is awarded. The procedures for internally funded projects should be followed. If your protocol has previously been approved with internal funding and you have now been awarded a grant that will be funding the project, a complete copy of the final version of the grant should be submitted to the IRB as an amendment to the protocol approximately 4 to 6 weeks prior to an anticipated award.

Pending grants are not required to be submitted to the IRB. However, if you have received a favorable score or other indicator that your research is likely to be funded, the grant should be

## FAQs: Funding

<https://biologicalsciences.uchicago.edu/irb/irb-faqs-and-guidance>

submitted to the IRB at that time and details regarding the external funding should be included on the submission form in the "Funding" section. By submitting your grant for certification prior to "Just-In-Time" or award acceptance, you may avoid delays or restrictions on your award. Again, this only applies to grants that are likely to be funded.

### **Does the IRB need a copy of my grant?**

The 2018 Common Rule removed a previous requirement in the federal regulations governing human subject research that grant applications for research undergo IRB review and approval for the purpose of certification. However, the requirement remains that human subject research studies supported by federal grants require IRB review. The grant proposal contains details about the proposed research project involving human subjects that are pertinent to IRB review. Therefore, IRB reviewers generally request a copy of the grant supporting a particular project be submitted when funding is added to a project.

Note that for projects submitted to the IRB for review of the **grant only**, the grant is required and should be uploaded in view 8.1 of the submission.