<table>
<thead>
<tr>
<th>HWCOM Office of Research Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal Development and</strong></td>
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<tr>
<td><strong>Proposal Submission (Pre-Award)</strong></td>
</tr>
<tr>
<td>Assist faculty with preparation and</td>
</tr>
<tr>
<td>submission of proposals for external</td>
</tr>
<tr>
<td>funding</td>
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<tr>
<td>• Budget requirements</td>
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<tr>
<td>• Provide assistance with Electronic</td>
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<tr>
<td>Proposal Routing and Approval Form</td>
</tr>
<tr>
<td>(ePRAF)</td>
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<tr>
<td>• Required agency documents</td>
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<tr>
<td>• Agency documents, signatures and</td>
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<tr>
<td>approvals</td>
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<tr>
<td><strong>Award management</strong></td>
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<tr>
<td>(Post-Award)</td>
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<tr>
<td>Financial and Management support from</td>
</tr>
<tr>
<td>award setup through the final stages of</td>
</tr>
<tr>
<td>the award closeout</td>
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<tr>
<td>• Coordinate with ORED drafting of</td>
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<tr>
<td>contracts / subcontract agreements</td>
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<tr>
<td>• Procurement request/review and</td>
</tr>
<tr>
<td>approval in FIN360</td>
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<tr>
<td>• Budget and Cost Analysis</td>
</tr>
<tr>
<td>• Financial reconciliations</td>
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<tr>
<td>• Effort Reporting</td>
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<tr>
<td><strong>Compliance</strong></td>
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<tr>
<td>Provide assistance in the following</td>
</tr>
<tr>
<td>areas of research compliance</td>
</tr>
<tr>
<td>• Protocol review</td>
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<tr>
<td>• Submission of IRB protocols, and</td>
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<tr>
<td>IND and IDE applications</td>
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<tr>
<td>• Information on compliance and</td>
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<tr>
<td>adherence to IRB requirements</td>
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<tr>
<td>• Effort Certification</td>
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<tr>
<td>• Educational trainings on Research</td>
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<tr>
<td>Procedures</td>
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<tr>
<td><strong>Student Research</strong></td>
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<tr>
<td>Support education and training of</td>
</tr>
<tr>
<td>college of Medicine students on</td>
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<tr>
<td>curricular and extracurricular research</td>
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<tr>
<td>activities</td>
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<tr>
<td>• Lectures on IRB requirements,</td>
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<tr>
<td>compliance and regulations</td>
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<tr>
<td>• Educate and advise students on good</td>
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<tr>
<td>clinical practices and research</td>
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<tr>
<td>compliance</td>
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<tr>
<td>• Individualized research mentoring on</td>
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<tr>
<td>IRB proposal</td>
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<tr>
<td>• Review of nonhuman research</td>
</tr>
<tr>
<td>determinations, exempt, expedited and</td>
</tr>
<tr>
<td>full board studies</td>
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</tbody>
</table>

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