

VCU Memo

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Medical Center

In the tradition of the Medical College of Virginia

DEPARTMENT of INTERNAL MEDICINE POLICY for INCLUDING DOIM PERSONNEL on RESEARCH PROPOSALS

It is the policy of the Department of Internal Medicine to require sub-accounts on all non-DOIM proposals that include our faculty, staff or students. The sub-account budget should include all expenses (direct and indirect) related to the portion of the grant project to be carried out by DOIM personnel.

Contact Elizabeth Fortune, Associate Administrator for Research (828-0404 or efortune@vcu.edu) if your intention is to include DOIM faculty, staff or students in your grant proposal. We can verify the salary information and review/create the proposed budget for the DOIM portion of the project. We can also facilitate the approval process or assist your PI or research staff with the procedure for setting up the required sub-account for the Department of Internal Medicine and its divisions.

Electronic Proposals through VCUeRA (InfoEd):

Full instructions for setting up a subproject on your VCUeRA proposal may be found at <https://www.vcu.edu/vcuera/SubcontractandSubaccountCreationinProposalDevelopment.pdf>

In addition, the [Internal Approval Budget Detail](#) form detailing the subproject budget should be completed and uploaded to VCUeRA as an internal document.

Paper/Non-VCUeRA Submissions:

Complete both the [Internal Approval Form \(IAF\)](#) and the [Internal Approval Budget Detail](#) form.

1. IAF form

- a. On Page 1 of the IAF please add efortune@vcu.edu and ford@vcu.edu to the email distribution list.
- b. In the Compliance Data section on page 2 of the IAF check the “yes” box next to “Subaccounts (internal)”

2. Internal Approval Budget Detail Form

- a. Enter the PI’s department budget in the first section labeled “VCU Department for Fiscal Management Budget”.
- b. In one of the sections labeled “VCU Subaccount numbers 1-6”, list the appropriate Internal Medicine division and personnel name and enter the approved direct, indirect and subtotal amounts. The total project costs on the Budget Detail form should equal the total project cost on page 1 of the IAF.

NOTE: The Department of Internal Medicine requires departmental signature before submission to the School of Medicine Dean’s office (Dr. George Ford).