Advanced Notification Process: FAQs

Q: Does this policy apply to center or institute pre-proposals or pre-approvals that would allow the institution to be eligible to submit a full grant to the funding agency?

A: No. If the PI receives an invitation to submit a full proposal based on a pre-proposal, the Advanced Notification must be filed at that time.

Q: Do I need to submit an Advanced Notification form when UAB is not the prime recipient of a center or institute grant, i.e. UAB is named as a subcontract recipient on a center or institute that is being awarded to another institution.

A: No. If UAB is not the prime recipient of the center or institute funding, an Advanced Notification form is not required.

Q: What happens after the Advanced Notification is submitted?

A: The PI and study team should continue to develop their proposal after submission of the notification. Confirmation of the submission of the notification will be provided within 5 working days and should be attached to the proposal submission to the Office of Sponsored Programs.

Q: Is this review the same as being approved by the Board of Trustees to be a Center or Institute?

A: No. If the proposal is ultimately funded, the PI of the proposed center or institute should not indicate it is BoT approved. If the scope of the grant-funded center or institute expands to satisfy the requirements of the Board of Trustees’ Rule 503, then full Board of Trustees approval is needed at that time. Please consult UAB’s guidelines for establishing a new BoT approved Center or Institute found here: [Centers and Institutes - Office of Research (uab.edu)](https://www.uab.edu/research/home/research-development/centers-and-institutes).

Q: Does this only apply to federal grant proposals or are industry and non-profit funding proposals that establish Centers/Institutes required to seek approval as well (e.g., data coordinating centers)?

A: Funding from any entity that uses the center/institute designation or title is required to follow the Advanced Notification process.