Administrative Policy Committee
POLICY SUBMISSION SPONSOR FORM

The individual who presents a policy to the Committee for review must be in attendance at the meeting. This person will be considered the policy sponsor. Under certain circumstances a policy may be approved electronically.

Policy Sponsor: _____________________________________________________________

Key Stakeholders: __________________________________________________________

Type of Policy:  Administrative _______  Academic _______  Clinical _______  Research _______

New  □  Proposed Policy Name ________________________________________________

Revision*  □  Name and number of policy _________________________________________

Deletion  □  Name and number of policy _________________________________________

*NOTE: IF THIS IS A REVISION, A COPY OF THE OLD POLICY AS WELL AS A VERSION WITH TRACKED CHANGES MUST BE SUBMITTED WITH THIS FORM.

What occurred to cause the need to either revise, delete, or initiate this policy?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Was Storrs/UCH policies reviewed to determine if similar policy already exists?  ____ Yes;  ____ No

Was proposed policy reviewed by applicable workgroup prior to submission?  ____ Yes;  ____ No

Acknowledgement of Key Stakeholders’ Review (attach additional sheet, if required):
Name: ____________________________  Title: _______________________  Initials: _____
Name: ____________________________  Title: _______________________  Initials: _____
Name: ____________________________  Title: _______________________  Initials: _____
Name: ____________________________  Title: _______________________  Initials: _____

Policy Sponsor Signature: _____________________________________________________________
Date:  ___________________________________________________________________ __________

Submit a copy of this form to Melanie Savino at: melanie.savino@uconn.edu with a copy of the tracked changes version [if revised] of the policy, and a clean copy of the [new] policy.

Rev. 9.27.2018