

TO: DU Faculty
FROM: Jim Moran, Vice Provost
SUBJECT: Proposal Review, Approval and Submission
DATE: 8/15/06

The University of Denver provides centralized, coordinated support and services to our faculty in their search for and administration of grants and contracts. The Office of Sponsored Programs (OSP) is charged with providing these services, while acting as an agent of the university to mitigate risk. OSP is committed to provide the highest quality and most expedient service to our faculty, but must do so within the constraints of regulatory compliance and institutional policies. One of the most important OSP activities is the timely and thorough review of proposals prior to submission to the sponsor. This involves a close look at the administrative and budgetary aspects of the proposal and ensuring that all appropriate persons within the university have reviewed and approved the proposed project.

In some recent instances, proposals have been brought to OSP's attention shortly before they are due to the sponsor. In addition, proposals have been submitted pending the completion of the (Proposal Review and Approval (PRA) form, with the understanding that unacceptable terms would be cause for revision or withdrawal of the proposal from sponsor consideration. However, with the recent explosion in numbers of electronic submissions to sponsors, completing the review and approval has become increasingly difficult, revisions may not be easily made once submitted electronically, and vital questions are left unresolved, opening the university to possible risk by making proposed commitments that we may not be able to uphold. In order to deal with these issues and to facilitate the systematic review of proposals prior to submission, we must change our procedures.

Effective October 1, 2006:

- 1. The final version of the administrative and budgetary components of the proposal must be submitted to OSP at least 5 business days prior to the submission deadline. The scientific text must be received at least 1 day prior to the deadline.**
- 2. Completion of the Proposal Review and Approval (PRA) form will be required PRIOR to any submission (mailed, electronic, etc.).** This requires the signatures of the PI(s), the Chair(s), Dean(s), and OSP Director. The signature of the Vice Provost for Graduate Studies and Research is required for waivers of indirect costs or university-provided equipment matching funds.

If you have any questions, please contact your OSP Project Administrator or Fran Solano Simpson, OSP Director.