

Proposal Submission Policy

Effective Date: March 11, 2014

Approved By: Corinne Lengsfeld – Associate Provost for Research
Jerry Mauck – Assistant Controller-Research Administration

The Office of Research and Sponsored Programs (ORSP) is committed to providing the highest quality proposal submission services to our faculty. We do so in an environment of very complex regulations and institutional policies. One of the most important activities is the timely and thorough review of proposals prior to submission to the sponsor. This involves working with the Principal Investigator (PI) and reviewing closely the guidelines, along with the administrative and budgetary aspects of the proposal.

In order to provide the highest level of collaborative service the proposal submission policy is as follows. All processes are intended to enhance communications and improve efficiency.

1. **We request that PI's contact ORSP as soon as they identify a potential submission, but no later than 10 business days prior to the submission deadline.** Notifications received within 10 days of submission will require approval by the Associate Provost for Research to be accepted by ORSP and submitted. ORSP requires the following information:
 - a. Sponsor,
 - b. Solicitation Number (and weblink, if applicable) or copy of Solicitation,
 - c. Proposal Due Date,
 - d. Estimated total budget,
 - e. IDC Waiver requested (if applicable),
2. **Draft Proposal Review and Approval (PRA) form along with the administrative and budgetary components should be submitted to ORSP at least 5 business days prior to the submission deadline.** The approval of the Associate Provost for Research is required for waivers of indirect costs or university provided matching funds.
3. **The final proposal submission package (including the scientific narrative, final budget and signed PRA form) must be received by ORSP by 8:00am, 3 business days prior to the submission deadline.** Submission of proposals received after this time can not be guaranteed. A completed PRA form (including all approvals) is required for any submission. Proposals without a completed PRA form will not be submitted by ORSP.

In cases where the PI knows that these deadlines will be hard to meet due to extenuating circumstances we request ORSP and the Associate Provost for Research be notified at least 5 business days prior to the submission. Examples of such extenuating circumstances are:

- a. Consortium proposals
- b. Significant subcontracts in proposal requiring subcontractor information
- c. Solicitation published within 14 days of submission deadline