	Office of Research and Sponsored Programs	Version: 2.0
Subject: **Proposal Submission**		Date: 01/01/2021
Approved by: Julie Cunningham, Director - Sponsored Research Administration	Approved by: Jerry Mauck, Executive Director – Research Administration	

I. PURPOSE

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 agency or sponsor. This involves working with the Principal Investigator (PI) and reviewing closely the guidelines, along with the administrative and budgetary aspects of the proposal. Engaging ORSP allows PIs to submit high quality proposals with a higher probability of success. All DU investigators and project directors submitting grant, fellowship or contract proposals through the University's sponsored program office must abide by the policy.

II. DEFINITIONS

a. **Cost Share:** The portion of project or program costs that are not borne by the agency or sponsor. The term includes cash contributions, in-kind (non-cash) contributions, and matching funds.

b. **Facilities & Administrative (F&A) Rate:** DU negotiates F&A Rates with its cognizant agency—the Office of Naval Research (ONR). DU's full negotiated F&A Rate must be applied to the budget unless the agency or sponsor has a published policy restricting the F&A Rate.

c. **Facilities & Administrative (F&A) Costs:** Costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a specific sponsored project, instructional activity, or any other institutional activity. F&A costs are sometimes called "indirect" costs or "overhead." F&A costs should appear as a separate budget category and show the base and percentage used to determine the amount. DU uses a Modified Total Direct Cost (MTDC) base for charging F&A costs.

III. POLICY

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.ORSP requires the following information via the University's Electronic Research Administration (**eRA**) system:

a. Proposal Due Date
b. Sponsor/Agency Name
c. Opportunity Number (and weblink, if applicable) or copy of Announcement
d. Estimated Total Budget
e. Cost Share Request Form (if applicable)
f. F&A (Indirect Cost) Rate Waiver Request Form (if applicable)

The Proposal Review and Approval (PRA) Form along with the final budget should be submitted to ORSP via the University's Electronic Research Administration (**eRA**) system. The approval of

the Executive Director – Research Administration is required for waivers of F&A (Indirect) costs or University provided matching funds.

The final proposal submission package (including the project narrative, final budget and approved PRA Form) must be received by ORSP by **8:00am, 5 business days prior** to the submission deadline via the University's Electronic Research Administration (**eRA**) system. Submission of proposals received after this time cannot 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 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. Announcement published within 14 days of submission deadline

IV. RESPONSIBILITIES

   a. **Principal Investigator***:* The Principal Investigator (PI) is the primary individual responsible for the proposal preparation to the agency or sponsor and proposal development in the University's Electronic Research Administration (**eRA**) system.
   b. **Department Administration***:* Administrative staff at the Department assist the PI with proposal preparation, budget development, eRA approval routing, and Department policies.
   c. **Office of Research and Sponsored Programs***:* The Office of Research and Sponsored Programs (ORSP) advises on sponsor guidelines, reviews final proposals, provides institutional endorsement, and submits electronic proposals on behalf of the University. The Grants & Contracts Administrators analyze the responsiveness of the proposal to the requirements of the agency or sponsor's announcement, including the accuracy of the budget rates and calculations.