

	<p style="text-align: center;">Office of Research and Sponsored Programs Policy Manual</p> <p style="text-align: center;">Proposal Submission, Approval, and Review</p>
<p>Supersedes Document Dated: 01/01/2021</p>	<p>Policy Number: ORSP-16</p>
<p>Recommended By: Director of Sponsored Program Administration; Sponsored Program Academic Research Council Approved By: Senior Vice Provost for Research and Graduate Education</p>	<p>Effective Date: 09/22/2023</p>

1. PURPOSE

The Office of Research and Sponsored Programs (ORSP) is committed to providing the highest quality Sponsored Program proposal submission services to our employees. 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 sponsoring entity. This involves collaborating with the Principal Investigator and closely reviewing the guidelines, along with reviewing the administrative and budgetary components of the Sponsored Program proposal. Engaging ORSP in a timely fashion allows Principal Investigators to submit high quality proposals with a higher probability of success.

2. DEFINITIONS

- 2.1. At-Risk Proposals are proposals that are submitted to ORSP less than two (2) business days prior to the proposal submission deadline.
- 2.2. At-Risk Principal Investigators are Principal Investigators that frequently fail to submit proposals within the internal deadlines or are otherwise inexperienced in sponsored research.
- 2.3. Complete Proposals are those that include all required documentation, have all the necessary Department and University approvals and require no additional revisions by the Principal Investigator or department.
- 2.4. Cost Sharing is the portion of Sponsored Program costs that are not borne by the sponsoring entity. Cost Sharing can be sourced from cash contributions, in-kind (noncash) contributions, and matching funds. A sponsoring entity may condition the eligibility of an award on Mandatory Cost Sharing.

2.5. Facilities & Administration

3.4. Principal Investigators and/or department administrators must submit the complete administrative components of the proposal using InfoEd and, if applicable, the required federal submission portal no later than 8:00 AM five (5) business days prior to the proposal submission deadline. If the components required for administrative review are not received five business days prior to the sponsor's deadline, the proposal will be considered "late". The administrative

intent to submit a proposal at the earliest possible opportunity, but no less than thirty (30) days before the sponsor's proposal submission deadline. ORSP will notify the Office of Advancement when the proposal is for an award from a private foundation.

- 4.2. ORSP will initiate the proposal process by sending an email outlining internal deadlines for the proposal submission and sharing any relevant guidance.
- 4.3. The Principal Investigator, with support from their department administrator, will finalize budget considerations (if applicable), such as, course release, and Postdoctoral Fellow Matching no later than thirty (30) days prior to proposal submission.
- 4.4. If seeking an F&A waiver, the Principal Investigator must obtain the F&A waiver approval from the Vice Provost which requires no less than ten (10) business days for review.
- 4.5. The Principal Investigator will timely complete all portions of the proposal and collaborate with their department administrator to upload them to InfoEd and, if applicable, the required federal submission portal and notify ORSP to begin their review. All deadlines established herein must be met. ORSP will not review a proposal until it has received the administrative and technical components of the proposal pursuant to Sections 3.1- 3.3. Each proposal must be approved by their department prior to submission to ORSP.
- 4.6. ORSP will provide a complete, and comprehensive review of proposals pursuant to Section 3.5 and provide feedback to the Principal Investigator.

documents, when the proposal includes external stakeholders whom the Principal Investigator has no control over. In these rare and unusual scenarios ORSP will assist in coordination of submissions.

4.10. Processes and internal timelines are subject to change based on the type of sponsor and their submission processes.

4.11. Awards received for proposals that were not reviewed or approved by ORSP may not be accepted by the University or may require renegotiation.