



External Proposal Submission Policy

(Revised November 2017)

Policy Statement

ALL proposals for external funding must be processed through SPA prior to submission to external sponsors. This requirement applies to all grants, contracts, subawards, and other funding mechanisms¹. The proposal must be fully approved via the Cayuse proposal approval (University clearance) process through the **level of the Director of Sponsored Projects Administration** (Authorized Organizational Representative or AOR) before proposal submission. The University reserves the right to not submit a proposal if not given adequate time to review the proposal or if, in consultation with the Department Chair and/or Dean, the proposal appears unfit for external review.

Reasons for Policy

Working with a Sponsored Projects Administration (SPA) Proposal Manager (PM) and utilizing University provided resources early in the proposal development process helps ensure the successful submission of external proposals. By increasing the amount of time allotted for review by SPA Proposal Managers, Chairs, Deans, and the Director of SPA, the proposal and budget can be reviewed for completeness and accuracy in providing for the project and to protect the Principal Investigator (PI) and BSU.

Procedures

PIs will notify Proposal Manager early (3+ weeks) of the development of a potential proposal or external submission. To identify which proposal manager (PM) has been assigned to your unit, please consult <http://cms.bsu.edu/about/administrativeoffices/sponsored-projects-administration/proposaldevelopment/proposalmanagerlist>. Your PM will provide a schedule of deadlines for each proposal. The provided deadlines must be met for priority to continue to be given to these proposals. Proposals processed within the timeline below will take precedence over those that are outside the expected timeline; Proposals outside of this prescribed timeline will be processed by SPA on a first-come first-served basis.

**Please note, proposals with international elements require at least 4 week notice to SPA, in order to undergo required additional review and approval by the University's International Grant Steering Committee.*

➤ **Fifteen (15) business days prior to sponsor deadline²**, Principal Investigators (PIs) should forward proposal materials, including **project budget needs** and **near-final narrative** to their assigned SPA Proposal Manager. Following this timeline enables:

- ✓ SPA preparation of the proposal budget to ensure accuracy and to adequately provide for the project, protecting the PI and BSU;
- ✓ Assistance in developing the narrative in accordance with Sponsor guideline and review criteria as well as assurance that narrative and other proposal components comply with sponsor guidance and University policies;

¹ University employees who share their professional knowledge and expertise through outside activities that do not result in payment to BSU, regardless of whether activities result in payment to the individual, should consult the BSU Policy on Conflict of Interest and Conflict of Commitment. Disclosure of such activities may be required as outlined in that policy.

² Or anticipated submission date, if no deadline is given.

³ Service Contracts do not receive SUBMIT funds. Centers and Institutes must comply with the "Indirect Cost Policy for Centers and Institutes".



- ✓ Initiation of the Cayuse proposal approval (University clearance) process to permit timely submission, and ensure that the proposal budget, including costshare, are appropriately reviewed, and approved by the Department Chair, College Dean, and Director of SPA, ***which is required for submission to the sponsor;***
- ✓ Request of necessary physical signatures and/or letters of support or commitment from University Officials and external collaborators.
- **Three (3) business days prior to the sponsor deadline², it is imperative that the PI provide all FINAL materials required for submission to the SPA PM. This provision is required.** This timeline allows for the following actions:
 - ✓ Limited review of final proposal materials by SPA Proposal Manager prior to submission;
 - ✓ Contingent on approval by Chair, Dean and Director of SPA, on-time submission of application to sponsor. SPA staff will strive to complete submission on time, but it is the **responsibility of the PI** if a delay in receiving materials results in a failed submission. **SPA staff only will submit proposals during posted University office hours.** In the cases where proposals are due outside normal business hours (Monday-Friday, 8 a.m. - 5 p.m.), 5 p.m. EST of the weekday day of the deadline is the official submission deadline.
 - ✓ The University reserves the right to not submit a proposal if extensive revision and/or additions would be required prior to submission.
 - ✓ Incentive funds awarded per the SUBMIT Program will be made available to individuals submitting these materials 5 business days prior to the sponsor deadline³.

Exceptions

Requests for exceptions to the 3 day submission timeline must come from the College Dean or unit VP *in writing* to the SPA Director and Associate Vice President for Research.

All final decisions will be held at the level of Associate Vice President for Research.

Contacts

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