

## External Proposal Submission Policy

All proposals for external funding must be processed through the Sponsored Programs Office (SPO) prior to submission. This requirement applies to all grants, contracts, subawards, and other funding mechanisms. Proposals can only be expected to be submitted by SPO during posted University office hours.

- **Seven business days prior to sponsor deadline (or anticipated submission date, if no deadline is given), all proposal materials should be received by SPO. (Individual chairs and deans may establish earlier deadlines.) This provision is *strongly preferred*, but is not required.**
  - Principal Investigators (PI) should forward proposal materials, including a **final** budget and **near-final** narrative to their assigned Proposal Manager. Working with a Proposal Manager early in the proposal development process helps ensure a successful proposal submission in the following ways:
    - ✓ Review budget for completeness and accuracy in order to provide adequately for the project and to protect the PI and Ball State University
    - ✓ Ensure that the narrative and other components are complete and consistent with sponsor guidelines
    - ✓ Double-check the proposal formatting to avoid sponsor rejection on technical grounds
    - ✓ Initiate the University Clearance process to enable timely submission
    - ✓ Acquire necessary signatures and/or letters of support
- **Three business days prior to the sponsor deadline (or anticipated submission date, if no deadline is given), it is imperative that *all materials required for submission* are received by SPO. This provision is *required*. Receiving proposal materials three business days prior to the deadline allows the following actions:**
  - ✓ Proposal can be reviewed and approved through the University Clearance process by the department chair and/or college dean, which is required for submission of the proposal
  - ✓ Sufficient proposal review by SPO staff
  - ✓ Proposal can be submitted on time. SPO 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. **Proposals can only be expected to be submitted by SPO during posted University office hours.**
- **Receiving proposal materials three business days in advance of the deadline ensures the following benefits:**
  - ✓ SUBMIT funds will be awarded to assist the PI with research and professional development<sup>1</sup>
  - ✓ Recovered Indirect Costs (related to funded proposals) will be distributed to the PI, Department, and Dean
  - ✓ Tuition-waivers and institutional-level cost-sharing will continue to be considered on future proposals
- **The University Clearance process must be *fully approved through the level of Dean* before 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.**

<sup>1</sup> Service Contracts processed for Centers do not receive SUBMIT funds. Centers and Institutes must comply with the "Policy for Indirect Cost Recovery for Centers and Institutes" when submitting Service Contracts.