

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, or other funding mechanisms. Policy procedures include the following:

- **Three (3) business days prior to sponsor deadline, all proposal materials should be received by SPO. (Individual Deans may establish earlier deadlines.) This provision is *strongly preferred*, but not required.**

Principal Investigators (PI) should forward proposal materials to their assigned [Proposal Manager](#). Working with a Proposal Manager 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 PI and Ball State University
 - ✓ Ensure that narrative and all 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 signatures and/or letters of support
- **Receiving proposal materials in *fewer* than three business days prior to the deadline can hinder a successful proposal submission in these ways:**
 - ✓ [University Clearance Sheet](#) may not clear the department chair and/or college dean
 - ✓ Proposal is not funded due to insufficient review by SPO staff
 - ✓ Proposal may not be submitted on time. The staff at SPO will do their best to complete submission, but it is the **responsibility of the PI** if a delay in receiving materials results in a failed submission
 - **At least one (1) business day prior to sponsor deadline, it is imperative that all materials required for submission are received by SPO. This provision is *required*.**

Receiving proposal materials one business day in advance of the deadline ensures the following benefits:

 - ✓ Proposal will be submitted on time
 - ✓ [SUBMIT funds](#) will accrue to assist PI with research development¹
 - ✓ [Recovered Indirect Costs](#) (related to funded proposals) will be distributed to the PI, Department, and Dean
 - ✓ Tuition-waivers and cost-sharing will continue to be considered on future proposals
 - **A completed University Clearance sheet must be *fully approved through the level of Dean* before submission.**

¹ 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](#)."