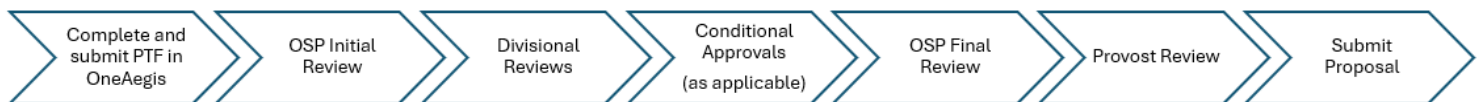


The Office of Sponsored Projects Proposal Review & Deadline Policy

The Office of Sponsored Projects (OSP) requires all proposal materials to be submitted using the Proposal Transmittal Form (PTF) in [OneAegis](#) by **start of business (9am) ten business days prior to the sponsor deadline** in order to complete required reviews and obtain divisional and institutional approvals. See [Proposal Document & Upload Deadlines](#) section for more details about the materials required for internal review.

Proposals that meet their internal deadline will be given priority review over proposals that do not and the level of additional assistance (copy edits, uploading support, formatting, etc.) is dependent on the amount of time provided to OSP. Any proposal received past their internal deadline will be reviewed accordingly and ability to obtain institutional approvals required for submission may be affected.

The below outlines the required OSP review, institutional approvals, and document deadlines in order to meet your sponsor's proposal deadline:



Divisional Review and Approval

The divisional review includes the review and approval by your department chair (if applicable) and dean/division leader. This review confirms approval of personnel time and divisional resource commitments, and ensures alignment with divisional interest and priorities. If cost share is included, your divisional budget manager will also review and provide the divisional budget numbers providing the cost share funding. These reviews can take up to 5 business days.

Conditional Approvals

These reviews are only required if the conditions noted below are met:

- **Controller's Office** – required for all proposals including cost share (requires a minimum of 2 days)
 - *The controller certifies that the funds obligated are available to be used as cost share.*
- **Corporate and Foundation Relations (CFR)** – required for all proposals over \$25,000 to private sponsors (requires minimum 1 business day)
 - *CFR is responsible for managing relationships with private sponsors*

OSP Proposal Review

The OSP review is intended to best position your proposal to be competitive and successful, ensure consistency with sponsor requirements, avoid rejection on the basis of non-compliance, and minimize institutional risk. This review requires a minimum of 2 days.

Our review consists of the following and must be completed prior to obtaining provost approval:

- **Administrative Review**– OSP provides an administrative review to ensure the proposal meets the sponsor's guidelines and requirements for content and formatting.
- **Budget Review** – OSP carefully reviews the budget for allowability and adherence to sponsor and university policies.
- **Compliance Review** - OSP is responsible for maintaining compliance with the sponsor, government laws and regulations, and university policies; and for upholding ethical research practices and

reducing institutional risk. OSP will carefully review page two of the Proposal Transmittal Form and the proposal for compliance issues that must be addressed prior to the proposed activities occurring, and in some cases, prior to proposal submission. These include, but are not limited to, responsible conduct of research, human subjects' requirements, biosafety, animal care, and export controls. At times, this may require consultation from University Counsel and/or other campus partners.

- **Optional copy-edit** – As time allows and per investigator's preference, OSP is available to provide copy editing of the technical/programmatic narrative, reviewing for clarity, checking for typos and formatting issues, inconsistencies, etc.

Final Provost Approval

Proposals cannot be submitted until this approval has been obtained:

- **Authorized Organizational Representative (AOR; Provost's Office)** – required review and approval for all proposals (requires a minimum of 2 days)
 - *AOR review and approval can only be requested after the above outlined OSP review.*

Proposal Document & Upload Deadlines

Due by 9:00am 10 Business Days Prior to Sponsor Deadline	Due by 9:00am 1 Business Day Prior to Sponsor Deadline
<ul style="list-style-type: none"> • Proposal Transmittal Form (PTF) (completed in OneAegis) • Budget (final) • Budget Justification/Narrative (final) • Near-final draft of Technical/Programmatic Narrative* • Near-final draft of Abstract/Summary (if required by sponsor) • Facilities & Resources, if applicable • Data Management Plan, if applicable • Other required proposal components in final form as required by the sponsor and as specified by OSP** • Letters of commitment(s) from external collaborator(s) (if applicable) • All subaward materials (if applicable), completed and signed by the sub-awardee • Letters or any other items requiring AOR signature (if applicable) <p><i>If the proposal is submitted through an online portal (e.g. Research.gov, Grants.gov Workspace, private sponsor portals, etc.) the PI must grant access to OSP at least 10 business days prior to sponsor deadline.</i></p>	<ul style="list-style-type: none"> • Final draft of Technical/Programmatic Narrative • Final Abstract • Final References • Biographical sketch or CV; Current & Pending Support (if required by sponsor) <p><i>If the proposal is submitted through an online portal (e.g. Research.gov, Grants.gov Workspace, NIH Assist, private sponsor portals, etc.) all documents must be uploaded by PI or made available to OSP for upload at least 1 business day prior to sponsor deadline.</i></p>

*The substance and scope of work of the proposed program should not change after this time and must remain consistent with the budget and budget justification/narrative but you may continue to edit/refine your narrative until 1-business day prior to the sponsor deadline.

** These documents will be reviewed upon receipt of notice of intent to apply and, depending upon each sponsor's requirements, some may not be required until the 1-business day deadline.