



COLLEGE OF LIBERAL ARTS

Policy Statement:	CLA Guidelines for Enhancing Extramural Funding Applications and Proposal Review Internally
Effective:	Spring 2014
Approved:	Dean's Office, College of Liberal Arts
Updated:	12/02/2013

In order for the College of Liberal Arts to increase the probability of extramural funding, we have proposed guidelines for an internal review process of all applications submitted by faculty and/or staff members prior to the Dean's approval and signature on the internal routing form.

Effective spring 2014, to have sufficient time to review proposals for compliance with University and sponsor requirements, to assess the project for risks to Jackson State University as well as commitments of institutional resources (e.g. faculty effort, cost-sharing, etc.), CLA has instituted internal deadlines for all proposal submissions.

Sponsors may have proposal receipt deadlines that are tight and implementing these guidelines will allow faculty and/or staff submitting proposals to schedule and develop a timeline to prepare proposals in advance of published deadlines. Proposals provided to the Dean's Office outside these guidelines may be at risk in meeting the Dean's signature approval.

The Review, Approval and Routing Process

All solicitations for external funding are formally submitted by the University and must be approved prior to submission. Before a proposal can be signed by an authorized University representative, it must receive approval from proper individuals. The approval process begins with the Principal Investigator, and then proceeds to the Department Chair, and the College Dean. The Office of Sponsored Programs handles the rest of the process, including obtaining the signature(s) of the authorized University representative(s), as well as providing a number of assurances that are required by many funding agencies. Once this process is completed, you will be contacted to pick up your proposal for copying and mailing to the sponsor. It is important that you notify your Department Chair and Dr. Marino Bruce (Executive Director of Faculty Development, Research and Creative Expression) of your plans as early as possible in the proposal development process. This is crucial, particularly if your proposal requires resource commitment on the part of the College and University. The following timetable is the recommended minimum for the College's review and approval of all proposals:

Twelve Days before Submission Deadline:

- Route packet to Department Chair and Dr. Bruce (ext. 3014 or marino.a.bruce@jsu.edu) simultaneously for review and signature. *The materials to be routed to Dr. Bruce include:*
 - *the proposal narrative including the FINAL budget, assurances forms, etc., a completed Internal Routing Form signed by the PI, a copy of the agency's program guidelines (RFP).*

Seven Days before Submission Deadline:

- Route packet to Dean for review and signature; Dr. Bruce will share his review and recommendation of the proposal with the Dean

Five Days before Submission Deadline:

- Route packet to OSP
- OSP will coordinate the remainder of the approval process