



Policy Name	Proposal Submission
Policy Number	12000.008
Effective Date	May 23, 2017
Administrative Division	Division of Research and Federal Relations
Unit	Sponsored Programs
Revised Date	Click here to enter text.

1.0 Policy Statement

All final proposals and supporting documents and attachments must be received by the Division of Research and Federal Relations through the Unit of Sponsored Programs (USP) for submission to the external funding agency. The Vice President for Research and Federal Relations is the University's authorizing official for all proposal submissions.

2.0 Purpose of Policy

The purpose of this policy is to notify University administrators, faculty and staff that the Unit of Sponsored Programs is the authorized campus unit for the coordination and submission of proposals to potential sponsors for external funding support on behalf of the University.

3.0 Definitions

No statement for this section

4.0 Additional Information

4.1 It is the responsibility of the Division of Research and Federal Relations to ensure the accuracy of all submissions, ensuring that the proposal conforms to sponsors' guidelines and policies. As the majority of proposal submissions are electronic, USP must have sufficient time to create electronic profiles, identify any electronic problems, and make corrections in advance of sponsors' deadlines.

4.2 USP personnel will assist in the development of the proposal budget and prepare the required documentary certifications and representations. USP will also ensure that all necessary internal approvals have been obtained prior to submission. Additionally, USP will review proposals for compliance with the solicitation's requirements and University, state and federal policies and regulations.

4.3 Proposals must be submitted in accordance with the institution's Internal Deadlines for Proposal Submissions policy.

4.4 The University has the legal responsibility for ensuring that all applicable regulations are met in the execution and use of awards, cooperative agreements and contracts issued to the University.

5.0 Employee Adherence

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.