Approval and Submission of Proposals

| Policy/Procedure |

**PURPOSE:**
To ensure that proposals submitted for external support of research and other sponsored projects comply with College financial and other policies.

**POLICY:**
All proposal submissions, whether electronic or not, seeking external support for research and other sponsored projects must be submitted to Sponsored Projects Group for review and approval prior to submission. A completed Proposal Clearance and Notification Form, signed/certified by the Principal Investigator/Project Director or other individual responsible for proposal preparation and project administration must accompany the proposal.

1. All proposals must be approved by the responsible department chairperson. When a project involves members of more than one department or office, the approval of all responsible chairpersons and/or directors is required.

2. The department chairperson and the Provost and Dean are responsible for attesting to the academic purposes of the proposed project, its departmental compatibility, and its appropriateness in terms of budget, space and equipment.

3. The Vice President for Campus Operations is responsible for attesting to the appropriateness of proposals involving construction, renovation or removal of campus facilities.

4. The Vice President for Enrollment, Student Life and College Relations is responsible for attesting to the appropriateness of grant proposals involving admissions, recruiting, student life, or public relations issues.

5. The Vice President for Finance, in consultation with the Provost and Dean, is responsible for attesting to (a) the appropriateness and availability of personnel, including salary levels, (b) the adequacy of space and other facilities needed for the project, and (c) the budget (including institutional cost-sharing, if any) and Facilities and Administrative (F&A) cost recovery.

6. The Provost and Dean, and Vice President for Finance may approve less than full recovery of Facilities and Administrative (F&A) costs in accordance with policies.

7. Sponsored Projects Group is responsible for ensuring that proposals comply with College and sponsor policies, that proposals are complete and that all signatures/certifications and approvals, including those of appropriate regulatory offices and/or committees have been obtained.
8. Proposals, which raise policy issues, are to be referred to the Provost and Dean for review and approval prior to submission to the sponsor.

9. Proposed projects which do not appear to conform with these policies are to be referred to the Faculty Personnel Committee (FPC) and Academic Program and Standards Committee (AP&SC) for review and approval prior to making any commitments, either formal or informal.

10. Proposals which raise legal issues are to be referred to the Office of the Provost and Dean and General Counsel for review.

11. Proposals which raise intellectual property issues are to be referred to General Counsel for review.

12. The College reserves the right to withdraw any proposal that does not comply with this policy.

Related Information

Policy: Facilities and Administrative (F&A) Costs

History/Revision Information

Responsible Division/Office: Sponsored Projects Group

Effective Date: 10/13/2011

Also Found In: