

College of Health Sciences

PROPOSAL SUBMISSION POLICY (effective date: 01/27/2005)

The University of Delaware has converted the Grants Management System to PeopleSoft Grants, which has made it necessary to impose deadlines within the College in order to meet processing requirements in the Office of the Vice Provost for Research (OVPR).

The following guidelines must be adhered to in order to allow sufficient processing time:

**** It is the responsibility of the Principal Investigator to make sure that all approvers will be available.****

10 days before due date (minimum)	Contact College Financial Manager in Dean's Office for budget assistance/review and proposal entry in the grants system
7 days before due date	Proposal must be to School Director/Department Chairperson for review and approval
5 days before due date	Proposal must be to Dean's Office for review and approval
72 hours (minimum)	Proposal and any documents requiring signature must be in OVPR

**** Please note: If the proposal is not to OVPR within the 72-hour window, there is no guarantee that the proposal will be signed.****

The College Financial Manager needs the following documents 10 days prior to the due date:

- Budget and Budget justification
- Abstract (draft is acceptable)
- Statement of work (draft is acceptable)
- Proposal (draft is acceptable)
- Subcontractor documents (if applicable, see below)

PROPOSAL PROCESS:

For the Principal Investigator:

- Identify funding source. Talk to your School Director/Department Chairperson and the Associate Dean regarding your intent to submit. Consider if you have enough time to prepare the proposal to meet the due date. Check to see if the due date is receipt or postmark. Note: If submitting to a Foundation, the University Development Office may need to be involved.
- Send email to College Financial Manager with a link to the sponsor website, or provide a copy of the request for proposal. Schedule a budget preparation meeting if

necessary. Consider all possible costs: academic salary (release time) and fringe benefits, graduate students (and fringe benefits), consultants, subcontracts, equipment, mailing costs for surveys, travel, summer salary, etc.

- Prepare proposal. Complete all applicable sponsor forms. Contact the College Financial Manager if you need assistance in completing the forms or have questions regarding information needed on the forms. Consult the OVPR information sheet found at:

<http://www.udel.edu/OVPR/projman/infosheet.html>

- Be sure that your Conflict of Interest (COI) statement is current. If not sure, ask the College Financial Manager. A COI is good for one year and a new COI is due annually on January 1. Anytime that a proposal you are submitting has a conflict, a new statement must be signed. Dean and School Director/Department Chairperson signatures are required on this form. Co-PI's must also have a COI on file.
- Human Subjects: Please check the OVPR web site at:
<http://www.udel.edu/OVPR/humans/humans.html> for information regarding Institutional Review Board (IRB) meeting dates. Also, consult the following page to determine if your study is full review, exempt or expedited.
<http://www.udel.edu/OVPR/humans/procedures.html>

If the sponsor requires IRB approval at the time of proposal submission, you must have the proper documentation from the IRB to submit with the proposal.

- If Animals are involved in your study, you will need to seek approval from the IACUC.
- If match (cost share) is **required**, or if a match would be desirable, please consult your School Director/Department Chairperson to seek approval for matching funds. OVPR may be able to provide matching funds when a large sum is required, but approval must be obtained prior to proposal submission.
- Subcontracts: Submit a statement of work, letter of intent and budget from the proposed subcontractor with proposal. If unsure about the definitions of subcontract, consulting agreement or fee for service, please contact the College Financial Manager.
- If submitting an on-line proposal, you cannot push the submit button until OVPR has approved the proposal. Please print screens of on-line proposal for review. You are submitting a proposal on behalf of the University; therefore, all forms should have University addresses, signatures, etc. **In no case should you submit a proposal on behalf of University without proper approvals.**

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- Send electronic copies of all proposal materials to the College Financial Manager 10 working days prior to the due date. Copy the School Director/Department Chairperson so they may begin their initial review process. Note: These documents may be in draft form but should give the School Director/Department Chairperson, Dean, and OVPR enough information regarding your proposal.
 - o With the new PeopleSoft Grants system, electronic copies of the abstract, budget, statement of work, match information and other miscellaneous documents can be attached to the electronic routing form and stored on the server. It is recommended that the documents are saved in PDF form to avoid changes being made by others, however, Word and Excel documents are acceptable.
- Allow enough time for all signatures and approvals to be obtained! Remember, it is the Principal Investigator's responsibility to make sure approvers are available.
- Once proposal information is entered, an electronic routing sheet will be available for your approval. If there are Co-PI's on the grant, they will need to be available to approve the electronic form as well. The electronic routing form eliminates the need for the "blue sheet."
- Once you approve, the form will be routed to the School Director/Department Chairperson. Please keep in mind possible dates that the School Director/Department Chairperson may be out of the office and unavailable for approving the form. If this is the case, secure permission for an alternate to approve.
- After the approval by the School Director/Department Chairperson, the form is routed to the Dean for approval and then to OVPR.
- Once OVPR approves the proposal, it is the responsibility of the faculty member or designee to pick up the approved documents from OVPR, make the appropriate number of copies (including a complete copy for the Dean's Office) and mail the proposal. Send an electronic copy of the final proposal to your School Director/Department Chairperson, if not already done.

Responsibilities for the College Financial Manager:

- Prepare budget
- Review proposal guidelines
- Review budget/proposal for compliance with sponsor guidelines
- Enter data into Grants system

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- Verify all assurances are completed as required
- Deliver proposal materials to OVPR as needed
- Handle OVPR inquiries regarding proposal
- Notify Principal Investigator (or designee) when proposal approved by OVPR and ready for pickup

RS:rs/jrb