



Proposal Submission Process and Guidelines

Policy:

Ensure the efficient and equitable administration of proposals by faculty for external organizations, differentiate roles between ORP and PI, All research external funds are requested and administered by ORP

Procedure Timeline:

20 business days (4 weeks) prior to due date of proposal, contact your SPA

5 days before submission – budget, current and pending, subaward documents and titles are finalized

2 days before submission – all final documents for proposal submitted to ORP

- For electronic submission (e.g. NSF Fastlane, Grants.Gov), all portions of the proposal must be finalized and uploaded by -----before the submission deadline to submit by the deadline

Submission:

Contact the appropriate ORP representative (Sponsored Programs Assistant/Associate) for your unit at least four weeks (20 business days) prior to the due date of the proposal.

- A list of SPAs, their unit assignments, contact information, and best practices for modes of communication can be found on the ORP web site: <https://www.esf.edu/research/orp.php>

Your initial contact with your ORP representative should include a [Complete PI initiation packet](#)

- Please reach out to ORP representative as soon as possible even if you do not have all of the information for the PI initiation packet

Review and Proofreading:

Principal Investigators and Co-Principal Investigators are responsible for reviewing **all parts** of the proposal, including the forms completed by the Office of Research Programs.

- The accuracy and quality of the proposal are ultimately the responsibility of the Principal Investigator.
- The ORP will exercise our due diligence in ensuring the accuracy and quality of all the documents completed by our office.



Parts of the Proposal:

PI	ORP
PI initiation form	Sponsor/Agency or Institutional Cover Pages
Submission of IACUC or IRB documents	Budget(s)
Abstract and Project Narrative/Statement of Work	Letters *
Budget Explanations/Justifications	Sponsor/Agency or Institutional Forms
Appendices	Coordination of Sub-contract Materials
Current and pending	Financial and other audit documentation
Letters*	Submission of documents to sponsor
Biosketch / CV	
Conflict of Interest Form	
Collaborators and other affiliations	

* Depending on sponsor requirements for letters (support/commitment/etc) responsibility will fall to either party