Grant Submission Procedure

Principal Investigator (PI) completes Grant Proposal Internal Approval Form and submits to Director of Pre-Award Sponsored Programs and Professional Services (DPA).

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- DPA reviews internal approval form **within 1 working day.**
- If rejected, DPA contacts the PI with reasons for rejection and works with PI to correct these.
- If approved, DPA forwards the approval form to the appropriate Dean, with a copy to the PI.

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- Dean reviews the internal approval form **within 3 working days**.
- If rejected, Dean contacts PI and DPA with reasons for rejections and ideas for resubmission, if any.
- If approved, Dean signs and forwards the approval form to the appropriate Vice President (VP) with a copy to the DPA.

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- VP reviews internal approval form **within 3 working days**
- If rejected, s/he returns the approval form to the Dean to return to PI and DPA
- If approved, s/he signs and forwards the approval form to the DPA, with copies to PI and Dean.

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DPA contacts and meets with PI within 2 working days of receipt of approval form to discuss project.

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If a funding source has not yet been identified, the DPA will begin the search, and will contact PI as soon as a funding source has been located.

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PI prepares proposal and budget drafts with assistance from DPA and Director of Operations, Sponsored Programs and Professional Services (DO), and any co-PIs.

- PI presents proposal summary and preliminary budget to DPA, DO, and Dean.
- **This step must be COMPLETED no less than 15 working days before submission deadline.**

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- PI files all compliance forms (IRB, COI, etc.) with assistance of DPA, if needed.
- **This step must be COMPLETED no less than 10 working days before submission deadline.**

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- PI continues to meet with DPA and DO (as needed). Final draft of proposal and budget must be submitted to and approved by both offices
- **This step must be COMPLETED no less than 3 working days before submission deadline.**

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DPA sends notice to VPBA and President that a proposal is being submitted from the university, and/or obtains signature if necessary.

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DPA submits entire proposal to funding agency **at least 1 working day** prior to submission deadline.

Any deviation from this procedure requires written authorization by the Assistant VP of Sponsored Programs and Professional Services.

The University reserves the right to <u>reject an application or award</u> if this process has not been followed.