GRANTS AND CONTRACTS

Responsible administrator: Associate Dean for Research
Last updated/reviewed: 10/01/2019

Timeline for Processing Proposals for Extramural Funding

Working Days before Agency Submission Deadline	Action
10	Abstract and budget to the Department Head
7	Abstract and budget to the Associate Dean
3	Complete application and budget to OSP

Processing Proposals for Extramural Funding

A) Routing: Proposals are initiated by the principal investigator in response to an announcement and in consultation with OSP. The proposal is to be routed by OSP and approved by the department and college for approval. The routing process is electronic. In cases where multiple departments and colleges are involved, approval from all departments and colleges must be received prior to submission.

B) Timing: Most funding agencies have submission deadlines. **In order for OSP to properly exercise its duties, completed proposals with approvals up through the college level must be submitted no later than three working days before the deadline.** OSP will guarantee submission of the proposal provided responses from the investigators on issues are received in a timely manner. OSP will continue to process "late" submissions. OSP will not put a late submission ahead of other timely submitted ones. Earlier submissions are strongly encouraged, particularly for faculty unfamiliar with the process and/or programs with unusual requirements such as cost share and compliance.

C) Roles and Responsibilities: In proposal processing there are three major entities in addition to the principal investigator (PI): the Office of Sponsored Programs (OSP), the department, and the college. The following are their roles and responsibilities:

Office of Sponsored Programs is the official institutional unit legally authorized to submit proposals and legally able to commit the university in the event an award is made:
(1) Provide guidance on proposal development and sponsor requirements. Review sponsor solicitation to ensure compliance of all requirements including sponsor and institutional regulations.
(2) Verify that matching or cost sharing is properly listed in the budget and approved as noted on the eCover Form for Extramural Programs.
(3) Assist in the application of current F&A rates (overhead) and work with investigator and department personnel regarding reduced or forfeited recovery of F&A costs.
(4) Provide guidance on explaining other items in the proposal budget.
(5) Verify that all necessary approvals have been applied for or obtained for compliance.
(6) Work with PI to obtain documentation of approvals or collaborations from third parties.

(7) In cases where there are subcontract parties, review sub-recipient proposal and supporting documentation for compliance, ensure that the sub-recipient's proposed budget is properly calculated and properly incorporated into Auburn University's prime budget.
(8) Ensure the university eCover Form for Extramural Programs is complete and verify all approvals are obtained.
(9) Submit proposals.

Department
(1) Approve proposal on behalf of department
(2) Provide assistance to the PI in the preparation of proposals
(3) Assure applicant is eligible to be a PI
(4) Review the proposal for space related issues
(5) Review the budget for adequacy relative to project scope, release time, project cost, contributed effort, matching funds, and support from sources as is appropriate and documented
(6) Review the scope of work to ensure it falls within the mission of the department
(7) In cases where there are subcontract parties, provide adequate documentation of sub-recipient involvement.

Associate Dean for Research:
(1) Approve proposal on behalf of college and the Dean.
(2) Review the budget to ensure resources are adequate and available from the college perspective.
(3) Review the proposed scope of work to ensure its falls within the mission of the college.
(4) Review requests for space and modifications thereof.
(5) Approve conflict of interest forms.
(6) Provide assistance to the PI in the preparation of the proposals and guidance on proposal routing.
(7) Provide assistance to the PI and department to assure budget is adequate, cost sharing is appropriate, support from other sources is appropriate and fully disclosed.
(8) Assist PI in ensuring all approvals are obtained for compliance.
(9) In the case where there are subcontract parties, review documentation from sub-recipient before submitting to OSP, ensure that the sub-recipient's proposed budget is properly calculated and properly incorporated into Auburn University's prime budget.

 D) This policy will be reviewed every 6 – 12 months and revised accordingly.