

Governors State University Grant Proposal Submission Procedures

Purpose

The Office of Sponsored Programs and Research is committed to ensuring timely submission of complete and competitive proposals. In order to do so, it is crucial that OSPR receive proposals in advance of the sponsor deadline to provide for adequate internal review. This process ensures that proposals submitted by faculty and/or staff are reviewed and submitted in compliance with all sponsor and University requirements. Additionally, the process ensures other projects submitted for internal review in a timely manner receive appropriate attention. The requirements in this document apply to all proposal submissions to external entities for funding, including supplements, continuations, and fellowships.

Effective Date

Effective August 1, 2019, the Office of Sponsored Programs and Research will ensure, using its best effort, the on-time submission of applications to the sponsoring agency when the deadline requirements below are met. Individual colleges and/or departments may impose deadlines in advance of those cited below.

Notice of Intent Process

Once the PI has decided to apply to a specific grant opportunity, a notice of intent is strongly recommended and should be submitted to OSPR ten business days before the proposal deadline. If the proposal includes cost share or subcontracts, the notice of intent is required 15 business days prior to the deadline. The notice of intent is an email from the PI to OSPR with the following information: grant opportunity link, deadline, and any important notes or comments that relate to budget items, cost share or personnel effort. Once received, OSPR will contact PI to develop a plan for submission.

Proposal Routing Procedure

Five business days before the sponsor deadline, PI will provide the final budget, final budget justification, and draft project description to OSPR. OSPR will then prepare the Notice to Submit form in DocuSign, confirm current financial conflict of interest documentation is on file and route the Notice to Submit form and supporting documents to the PI and appropriate approvers. OSPR will collect the PI's certification and internal approvals through DocuSign. Any cost share commitments or subcontracts should be communicated to OSPR during the budget development process. The draft project description must be well-defined to allow for identification of potential compliance issues (IRB, IACUC, FCOI) and necessary university resources. Proposals received five business days or more in advance of the sponsor's deadline will receive a detailed review by OSPR to provide greater assurance that the proposal is submitted without errors. Submission of the Notice to Submit form and supporting documents does not guarantee university approval of the proposal. Proposals that are not submitted to OSPR by the five-business day deadline will not be guaranteed complete internal approval and risk not being submitted to the funding agency. The discretion to submit is up to OSPR in these instances. PIs should not submit any proposals without OSPR's final approval.

Exceptions and Waivers

Waivers to the five (5) business days prior rule will be made only for official university closure (e.g. inclement weather), due to PI or Co-PI serious illness, injury, or death of a key personnel. In the event a waiver is issued, OSPR will coordinate the internal approval and submission of the proposal to the best of its ability but cannot guarantee timely, error-free submission.