

Section: Sponsored Programs

Policy Number: 2-4

Policy Name: Proposal Submission Process

Date: April 4, 2013

Revisions:

I. PURPOSE

Proposal submission is a time-sensitive event that must meet sponsor, University, and College deadlines in order for proposals to receive the proper review and attention prior to submission. Sponsors scrutinize all elements of a proposal, including adherence to the administrative directions for submission, as such, it is in the best interest of the submitter that all aspects of a proposal meet sponsor criteria. This policy outlines the proposal submission process in the College of Engineering (COE), which involves roles for faculty as well as staff in the College Business Office (CBO), so that COE proposals are submitted in a timely fashion and meet all sponsor criteria.

II. POLICY

All proposal submissions must be communicated to the College Business Office as soon as the faculty member is aware of the prospect of submission. *The minimum lead time for communication of an intended proposal submission and the submission of administrative documents shall be no later than 5 business days prior to the sponsor deadline.* All materials relating to the proposal announcement, administrative documents, and budgetary documents should be compiled and completed for CBO review no later than this 5-business day internal deadline. The University Office of Sponsored Programs must receive proposals within 3 business days of the sponsor deadline; this COE policy is thus intended to ensure that the CBO and PI(s) have 2 days for review and revision of documents prior to their submission to the Office of Sponsored Programs. The submission of science content may be delayed until closer to the deadline (depending on sponsor guidance, coordination with the CBO, and with approval from the University Office of Sponsored Programs).

III. ADMINISTRATIVE RESPONSIBILITIES

Both faculty and staff have the responsibility to adhere to internal administrative deadlines just as they do to external sponsor deadlines. Failure to adhere to these deadlines creates a workload compression for staff and faculty, resulting in potential errors in the work performed during the proposal submission process. The consequences of such errors can include missing a proposal deadline or an outright rejection of the proposal without review by the sponsor.

While responsibility for the accuracy of the scientific content of a proposal resides with the faculty, the CBO provides necessary administrative oversight, including but not limited to: adherence to the RFP, collaboration/sub-contractor documents, statements-of-work, letters of intent, institutional commitments and budgetary documentation. The CBO staff must assign

staff support to proposal submissions, and the CBO thus reviews the college's proposal workload on a regular basis in order to distribute the workload and to ensure quality work is provided to each proposal. Clear communication between the faculty and staff is thus required. Any proposal in the CBO queue in accordance with the 5-business day internal deadline will be guaranteed assignment to a CBO staff member for proposal submission.

IV. LATE PROPOSAL SUBMISSIONS

Proposal submissions that are noncompliant with the 5-business day internal deadline run the risk that they may not be submitted, or may be submitted with errors, as a result of insufficient internal review time, increasing the likelihood that the proposal may be returned by the sponsor without review. While proposals submitted in accordance with the 5-business day internal deadline will be guaranteed assignment to a CBO staff member, proposals that are presented to the CBO outside of the policy deadlines will be addressed on a case-by-case basis to determine if there is capacity to complete the submission process.

The CBO will notify the affected faculty, copying the department chair, when adherence to the proposal submission policy is not observed. Repeated violations will trigger the intervention of the responsible department chair(s) and/or the Deputy Dean and may result in a proposal not being submitted.

V. ROLES AND RESPONSIBILITIES

Faculty members: communicate to their CBO representative the intention to submit a proposal – including sponsor solicitation and administrative documents – as early as possible, but not later than 5 business days prior to a sponsor deadline.

CBO representatives: provide prompt response to all budgetary and administrative elements of the solicitation to ensure an on-time proposal submission and seek additional input as needed; add proposals to the CBO workload queue and notify faculty, chair and deputy dean of any noncompliance; serve as a liaison to the Office of Sponsored Programs in the UD Research Office and update faculty on the status of the proposal submission.

Department Chairs: support the COE CBO in enforcing a 5-day internal deadline policy, including communicating with faculty to ensure an optimal proposal submission process for all faculty; provide direct mentoring to faculty who require proposal submission guidance.

CBO Director and Managers: ensure that staff are sufficiently trained to provide high quality proposal review; ensure that adequate response and communication by the CBO staff are upheld; support staff in reporting noncompliant proposal submissions to department and college leaders; support both staff and faculty in addressing challenges in the proposal submission process as they arise.

Deputy Dean: support CBO and department chairs to enforce the policy; provide direct mentoring to faculty or staff who require proposal submission guidance.