

# **Pre-Award Administration – Proposal Review and Submission**

## **Summary**

Office of Sponsored Programs Layout of services for Pre-Award Administration. The third component being proposal review and submission.

## **Purpose**

To provide guidance on proposal review and submission for grant awards.

## **Policy**

### **Pre-Award Administration**

The Office of Sponsored Programs will assist faculty, staff or students in searching for potential funding opportunities, development of project ideas, narrative preparation and editing, guideline interpretation, forms completion and submission to the potential sponsor. In addition, the staff will assist with the following support services:

- Assist with all pre-award processes, including Grants.gov forms and other federal agency or private sponsor systems
- Investigate, monitor, and disseminate government and foundation funding announcements
- Review and advise on proposal and application requirements
- Answer questions about agency guidelines
- Budget preparation assistance
- Online submission assistance and training

### **Proposal Review & Submission**

Once a proposal is ready for review, a Request for University Approval for Submission of Grant Proposal form must be completed and signed by the principal investigator or project director, Department Chair, and the Dean. The original Request for University Approval for Submission of Grant Proposal form and a copy of the proposal is forwarded to the Office of Sponsored Programs Director, who in concert with the Post-Award staff reviews the financial aspects of the proposal and answers any questions the principal investigator or project director may have regarding the proposed budget. The most common questions relate to the personal services, fringe benefits, matching funds and certain expenses that are unique to the proposal. Upon completion of the review, the proposal is reviewed by the Vice President for Business Affairs and the Provost & Vice President for Academic Affairs for approval and signatures.

A *minimum three-day* turnaround is needed to allow ample time for the grants manager and vice president for business affairs to review and sign the proposal. Emphasis is placed on compatibility with state Board of Regents policies and weaknesses in the proposed budget, which may affect your chances of receiving funding. A sample Proposal Budget Worksheet is provided and may be used while drafting the proposal.

### **Award Notification**

*Letter of Denial:* A copy of this letter should be forwarded to the Office. This informs the Office of the status of your proposal and the pending approval file is closed.

*Letter of Award:* Many award documents are received that require signatures of both the funding agency and CSU before they take effect. The award documents should be forwarded to the grants manager, who will obtain the necessary authorized signature(s). The award documents should contain, at minimum:

- The purpose of the project.
- The dollar amount of the award.
- The beginning and ending dates of the award.

*No expenditures will occur until the signed award documents are in hand.*

Upon receipt of a fully executed award contract, another meeting with the grants manager is necessary to transform the approved proposed budget into one that complies with state Board of Regents policies and procedures.

### **Related USG Policy**

N/A

### **Last Update**

9/2/2014

### **Responsible Authority**

Office of Sponsored Programs