

Proposal Timeline Policy

Revised: August 2018

AUTHORITY TO SUBMIT

Proposals for externally sponsored projects (e.g., grants or contracts) must be submitted by California State University, Dominguez Hills' (CSUDH) Office of Sponsored Research and Programs (OSRP) on behalf of the University and an eligible Principal Investigator (PI). Generally, any proposal *not* submitted by OSRP will lack necessary institutional approvals and therefore cannot form the basis for an award, should a proposal be successful.

BACKGROUND

Effective July 1, 2016, the Chancellor's Office Issued ICSUAM, 11002.01 General Policy Requirements for the Administration of Grants and Contracts in Support of Externally Funded Research and Sponsored Program Activities. This policy applies to all sponsored programs applied for, awarded to, and/or administered by any campus of the California State University (CSU) system, the office of the Chancellor, or any Auxiliary. This policy is to be followed by each of the 23 CSU campuses and any auxiliary administering sponsored programs. Article 3.1 of this policy explicitly requires pre-award review and approval of proposal submissions.

POLICY

It is the policy of CSUDH that submissions to external sponsors *cannot* be made without review and *prior* approval by appropriate administrators and units within the campus (i.e., President's University designee) in compliance with ICSUAM. For this reason, the university has implemented the "Extramural Grant and Contract Proposal Submission Timeline Policy."

TIMELINE

All draft proposals must be received by OSRP *no later than seven (7) business days* prior to the sponsor deadline. In order for a proposal to be considered "on time," the following documents are required to begin internal routing and approvals:

- A finalized budget
- A final budget justification
- A near final draft of the proposal narrative
- Completed Routing Form

Proposals outside of this seven-day timeline risk not being submitted to the sponsor. A PI planning to submit a proposal that is outside the required timeline must secure *prior written approval* from the Graduate Studies and Research Dean. Approval of the Dean may only be provided under the most extraordinary circumstances. **Any proposal received five business days or less prior to proposal deadline may be submitted without review.**

There are various internal deadlines in the proposal development process, as described below.

| Timeline | Processes |
|---|---|
| <p>1. As soon as a decision is made to pursue a grant or contract opportunity, but no later than four (4) weeks prior to the deadline.</p> <p>If a proposal or contract requires a signature by the President or Provost, or if it involves cost-sharing, subcontracts, and other additional requirements, please see “Important Special Requirements” below.</p> | <p>a. PI Contacts OSRP about a Request for Proposals (RFP), contract agreement, or invitation to submit a proposal.</p> <p>b. Within three (3) business days of PI’s notice, OSRP reviews the relevant guidelines, prepares a checklist of all required documents and other supporting information, and identifies target deadlines.</p> <p>c. PI notifies Department Chair and Dean of intent to submit a proposal, with a cc: to the OSRP Coordinator assigned to his/her college.</p> |
| <p>2. Ten (10) business days prior to submission deadline</p> | <p>a. OSRP and PI prepare and/or review initial budget and draft narrative.</p> <p>b. PI informs their College Business Officer of budgetary details</p> |
| <p>3. Seven (7) business days prior to sponsor deadline</p> | <p>a. PI submits to OSRP near-final narrative and completed routing form.</p> <p>b. PI and OSRP finalize the budget.</p> <p>c. OSRP initiates Cayuse routing of proposal.</p> |
| <p>4. Three (3) business days prior to sponsor deadline</p> | <p>a. PI submits all required documents to OSRP. For example: Abstract, Final Proposal Narrative/Project Description, GEPA Statement, Biographical Sketch, etc.</p> <p>b. Any residual issues identified by OSRP are resolved by PI and OSRP.</p> |
| <p>5. Two (2) business days prior to sponsor deadline</p> | <p>a. OSRP completes and uploads all required documents and supporting information.</p> |

| Timeline | Processes |
|---|---|
| | <p>b. OSRP conducts final review of the complete Application Package</p> <p>c. Internal routing via Cayuse is completed.</p> |
| <p>6. One (1) full business day prior to sponsor deadline</p> | <p>OSRP submits complete and validated Application Package.</p> <p>NOTE : For hardcopy submission, an additional day is required. For example, if the deadline provided by the agency is July 1 receipt date, the proposal must be express mailed by OSRP no later than June 29 at 1:00 pm, for receipt by sponsor on June 30.</p> |

Important Special Requirements

- Proposals or contracts that require the President’s signature or official endorsement need additional time to process. For proposals requiring signature by the President, PIs should allow seven (7) business days **in addition to** the internal deadline schedule provided above. For example, rather than two (2) days prior to the proposal submission deadline, the final proposal package and any other documents must be submitted to the OSRP no later than twelve (12) business days prior to submission deadline.
- Proposals that include or require special items such as those listed below need additional time for institutional review and approvals. PIs should allow approximately five (5) business days **in addition to** the internal deadline schedule provided above.
 - Cost-Sharing
 - Institutional data (e.g., historical enrollment data, financial statements, etc.)
 - Need for instrumentation or infrastructure improvements, additions, or upgrades
 - Need for additional space
 - Subcontract(s)
 - Signed Memoranda of Understanding, Non-disclosure Agreements, etc.