

<b>PROPOSAL PROCESSING AND SUBMISSION</b>			
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Area:	Sponsored Programs	Number:	RSSP-201
Subject:	Proposal Processing and Submission	Issued:	05/30/2013
Applies to:	University	Revised:	n/a
Sources:	Office of Research Services & Sponsored Programs, GSU Research & Service Foundation, Inc., and Business & Finance	Updated:	June 2017
Responsible Party:	Provost and Vice-President for Academic Affairs	Page(s):	1 of 2

### I. Purpose

The policy requires formal, continuation, supplemental, and revised proposals for projects conducted under the purview of Georgia Southern University and/or the Georgia Southern University Research and Service Foundation, Inc., to secure appropriate authorization.

### II. Policy Statement

The appropriate academic and administrative unit officials must review and approve all external proposals subject to regulatory or sponsor restrictions and involving the commitment of university resources (facilities, equipment, personnel, and faculty time) prior to submission.

If external proposals are submitted without proper review and approvals, any resulting award may not be accepted, and/or access to project funds may be delayed.

### III. Exclusions

The policy applies to all proposals for instructional, research, public service, creative, or other academic projects or scholarly relationships submitted to organizations outside GSU and subject to regulatory or sponsor requirements, except:

1. proposals and applications for student financial aid without sponsor reporting requirements or deliverables;
2. procurement of supplies and services through Procurement and Contract Services;
3. unrestricted gift solicitations under the purview of the Georgia Southern University Foundation; and
4. informal proposals that do not require university resources or endorsement and are not expected to result directly in an award.

### IV. Procedures

The Office of Research Services and Sponsored Programs (ORSSP) is responsible for submitting all proposals for grants and contracts for research and other scholarly activities to public agencies (federal, state, or local government); private, nonprofit research organizations; and industries. Its staff assists

investigators in preparing and submitting all proposals. Except for those fellowships awarded directly to individuals, principal investigators (PIs) or program directors (PDs) may not apply for or receive funding directly from sponsors without university approval.

**ALL PROPOSALS MUST BE PROCESSED THROUGH THE OFFICE OF RESEARCH SERVICES AND SPONSORED PROGRAMS (ORSSP).**

1. PIs should contact their grant coordinator to discuss proposals under development and to provide information about the funding program.
  - a. PIs will work closely with their grant coordinator through the proposal preparation and submission process. PIs are responsible for ensuring that the proposal satisfies funding source requirements.
  - b. PIs considering contracts or involving external collaborators are urged to contact their grant coordinator early. Such proposals are often more complex and may require additional processing.
  - c. The grant coordinator offers assistance in preparing all necessary forms, representations, certifications, assurances, budget development, and other nontechnical data.
2. After review and approval, all proposals are submitted by the ORSSP on behalf of the Georgia Southern University Research and Service Foundation. As the Authorized Organizational Representative (AOR), the Executive Director must approve all proposals before they are submitted to external funding agencies.
3. The full proposal and completed internal approval form (IAF), including necessary signatures, must be received by the ORSSP five (5) working days before the funding agency's deadline. Failure to comply may result in the proposal being returned to the PI without ORSSP approval.
4. Five (5) days prior to the sponsor's submission deadline:
  - a. The PI completes the IAF, signed by GSU investigators, faculty, and any personnel providing and/or committing effort to the proposed project.
  - b. The PI routes the proposal/summary, internal budget, and IAF to the department chair and/or administrative director/Vice-President, and dean for review and approval.
  - c. PIs are encouraged to contact the department chair and/or dean as early as possible, particularly when proposals include release time, additional space, renovations, or other resources that must be approved by the department, college or university.
  - d. All project investigators must complete Financial Conflict of Interest Training (FCOI) and screening disclosure or the proposal will not be submitted.
5. Completing a proposal for a contract is typically much more complicated than a grant application. Investigators should allow the ORSSP and the grant coordinator additional time to process the administrative component.
6. The completed and signed IAF assures that all academic and administrative officials involved in the conduct of the proposed sponsored activity have reviewed and approved the proposal and agree to fulfill any and all commitments it sets forth.
7. All members of the university responsible for the sponsored project must sign the IAF, documenting their accountability.