

PROPOSAL SUBMISSION and ADMINISTRATION POLICY & DELEGATION

Authority to Submit

Pursuant to CSU Policy Number ICSUAM **11002.01**, proposals for Sponsored Programs shall not be submitted to the Sponsor without prior written approval of the President of the California State University, San Bernardino (“CSUSB”) or the President’s University designee, and of the chief financial officer of the University or the chief financial officer’s University designee.

At CSUSB, the Office of Research and Sponsored Programs (“ORSP”) is the office designated by the President for proposal submissions. **All** proposals for grants and contracts funded by non-CSUSB funding sources, including non-CSU-funded contracts and grants that are subsequently subcontracted from one CSU campus to another (“**sponsored programs**”) **must be submitted by the ORSP** on behalf of the CSUSB and an eligible Principal Investigator (“PI”). Any proposal that is not submitted by ORSP will lack the necessary institutional review and approvals, and therefore cannot form the basis for an award for administration by the CSUSB Office of Sponsored Program Administration (SPA).

Pre-Award Review and Approvals

All proposals require approvals of the following (or their designees) before they may be submitted to the Funder/Sponsor:

- Principal Investigator PI (and Co-PIs, as applicable) – certifies PI responsibilities per: PIE20*
- Department Chair(s) or Director(s) –direct supervisor
- College Dean(s) or Division/Unit Administrator- appropriate administrator
- Director, Sponsored Program Administration – post-award administration
- Chief Financial Officer – pursuant to ICSUAM 11002.01
- Associate Provost for Research and Dean of Graduate Studies – as President’s designee per ICSUAM 11002.01 and Authorized Organizational Representative (AOR)

Additional approvers from various areas may be identified as needed (e.g. space needs, major equipment, risk management, etc.) and applicable to the proposal and determined by the Director, ORSP. Such are approvals may include but are not limited to:

- Environmental Health & Safety
- Facilities Management
- Risk Management
- University Advancement
- International Programs & Global Engagement
- Research Compliance

*PIE – [Principal Investigator Eligibility Sept 2020](#)

Excerpts from CSU Policy Number 11002.01, “Sponsored Programs Administration”

3.1 Proposal Submission, Review, and Approval

3.1.1 Pre-Award Review and Approval of Proposal Submission

Proposals for Sponsored Programs shall not be submitted to the Sponsor without prior written approval of the president of the University or the president’s University designee and of the chief financial officer of the University or the chief financial officer’s University designee.

3.1.2 Pre-Acceptance Approvals

Awards of Contracts or Grants shall not be accepted without prior written approval by appropriate officials of the University and Auxiliary responsible for the following areas, if applicable: (a) Academic/programmatic; (b) fiscal, (c) health and safety; (d) human and animal subject research; (e) space; (f) major technical resources and equipment; and (g) risk management.

3.1.3 Notice

The campus policy shall provide for notice to all personnel responsible for the preparation of proposals and applications for Sponsored Programs that, if awarded, the Recipient of the Contract or Grant shall be the University or Auxiliary and not an individual, department, or other constituent unit.

3.1.4 Amendment of Contract or Grant

The campus policy shall specify the approvals necessary to amend a Contract or Grant.

3.2 Performance of Grants and Contracts

3.2.1 Administration of Sponsored Programs

Prior to acceptance, the Recipient shall designate either the University or an Auxiliary to administer the Contract or Grant. This entity shall be the Sponsored Program Administrator. The Sponsored Program Administrator is legally responsible and accountable to the Sponsor for the use of the funds provided and the performance of the Sponsored Program.