

DATE: September 20, 2021

TO: Faculty, Administrators and Staff

FROM: Dorota Huizinga, Associate Provost for Research & Dean of Graduate Studies

SUBJECT: PROPOSAL REVIEW AND SUBMISSION TIMELINE

Cc: Shari McMahan, Provosts and Vice President for Academic Affairs

Sponsored program activity is defined as research, public service, and educationally related grant or contract projects, whether solicited or unsolicited, which are either submitted to or received from federal, state, municipal, or county agencies; public or private corporations; and private foundations or individuals. When such proposals or awards provide funding that is administered by University Enterprises Corporation at CSUSB (on behalf of California State University San Bernardino), internal review and approvals by key university administrators and units are required.

In compliance with the [Administration of Grants and Contracts in Support of Sponsored Programs Policy](#) approved by President Morales on May 27, 2020, I am providing the following proposal preparation, review and submission timeline. This is to ensure that that the University's proposals to external funding agencies are submitted on time, and only after they had been adequately reviewed by academic departments, colleges/units, and other appropriate offices.

The Office of Research and Sponsored Programs (ORSP; "pre-award") is responsible for submitting proposals to governmental external agencies on behalf of the University. Principal Investigators (PIs) or Project Directors (PDs) interested in submitting a proposal to an external funding agency are urged to contact ORSP as soon as the decision is made to submit a proposal to ensure that ORSP and other pertinent offices can identify all administrative and compliance requirements early in the process to avoid last-minute corrections and compliance issues that may lead to submission of an incomplete, non-compliant proposal, or a missed deadline and, potentially, proposal rejection.

We understand that there may be circumstances that arise which delay the preparation of a proposal. In these situations, individual circumstances will be evaluated on a case-by-case basis. These "late" proposals will require e-mail approval of the Associate Provost for Research prior to proposal processing by the ORSP. Approval of the AP-Research may only be provided under special circumstances. In any case, ORSP may not be able to provide sufficient review and assure the successful, timely submission of any proposal submitted to the ORP after the internal deadlines provided below. In addition, ORSP will process late proposals only *after* all other "on-time" proposals or contracts with deadlines within three (3) business days have been processed, reviewed and submitted or completed.

In order for a proposal to be considered "on time," the following documents are required to begin internal routing and approvals:

1. a completed Proposal Information Form
2. a project description
3. a budget and budget justification
4. indirect cost form if the proposal is requesting the use of off-campus indirect cost rate or less than federally-negotiated indirect cost rate (as applicable)

*NOTE: A PI/PD will still be able to refine and work on the project narrative while the proposal is routing. However, significant changes to the project narrative or budget/budget justification will not be permitted, as these may have already been reviewed and approved during the routing process. Such significant revisions will require re-routing for new approvals.*

Any additional documents required by the funding agency must also be provided to ORSP according to the internal deadlines provided below.

#### INTERNAL DEADLINES

<p>1. When practicable or approximately 45 days prior to proposal submission deadline</p>	<p>A prospective project director (PD) or principal investigator (PI) must consult with or advise their department chairs or immediate supervisor about a contemplated proposal and the impact it may have on the department or unit. PI/PD should discuss possible budget or cost-sharing considerations with department chairs or equivalent unit and, if necessary, with the college dean or appropriate area administrator.</p>
<p>2. <i>At least</i> 30 days prior to proposal submission deadline, or as soon as a decision is made to pursue a grant or contract opportunity</p> <p><b>NOTE:</b> If a proposed project involves collaboration with external entities as subrecipients/subcontractors, additional 15 days (total = 45 days prior to deadline) needed to accommodate necessary time required for approvals by each of the subrecipients or subcontractors</p>	<p>a. PI/PD contacts and provides copy or link of Request for Proposal (RFP), Funding Opportunity Announcement (FOA) or similar program solicitation, or an invitation to submit a proposal in anticipation of a contract.</p> <p>b. Within 7 business days of notice, ORSP staff will review the relevant guideline and inform PI of important requirements.</p> <p>c. PI notifies Chair and Dean of intent to submit a proposal, cc ORSP.</p> <p>d. ORSP contacts each Subrecipient for all necessary documents required from them.</p>
<p>3. <i>At least</i> ten (10) business days prior to submission deadline</p>	<p>a. ORSP and PI prepare/review initial budget and proposal narrative draft. The proposal</p>

	<p>budget should align with project tasks and activities.</p> <p>b. PI completes Proposal Information Form, with assistance from ORSP.</p> <p>c. ORSP collects documents from each Subrecipient (if applicable).</p> <p><b>d. If proposal requires a letter of endorsement from the President or Provost, a draft of the endorsement should be made available for review at this time.</b></p>
4. <i>At least seven (7) business days prior to submission deadline</i>	<p>a. PI submits to ORSP near final project narrative and budget.</p> <p>b. ORSP initiates Cayuse routing of proposal.</p> <p>c. If applicable to a proposal submission: ORSP forwards to President, Provost or UEC Executive Director any document(s) which require their signature(s), for prior review.</p>
5. <i>At least three (3) business days prior to submission deadline</i>	<p>a. ORSP collects all required submission documents from PI and other appropriate units (e.g., Provost), as applicable.</p> <p>b. ORSP uploads final documents on submission portal.</p> <p>c. ORSP and PI resolves any outstanding items/ issues in connection with proposal.</p>
6. <i>At least two (2) business days prior to submission deadline</i>	<p>a. ORSP and PI conducts final review of completed package.</p>
7. <i>At least one (1) day prior to submission deadline</i>	<p>a. Cayuse routing and approval complete.</p> <p>b. ORSP (or PI, as applicable) submits proposal to sponsor.</p>

Thank you for your understanding of this proposal timeline. We expect that this will serve us all better and ensure timely and successful proposal submissions.

General questions about this policy can be directed to me at [Dorota.Huizinga@csusb.edu](mailto:Dorota.Huizinga@csusb.edu), with a cc to the ORSP team at [Spon\\_Pgm\\_PreAward@csusb.edu](mailto:Spon_Pgm_PreAward@csusb.edu).