
PROPOSAL SUBMISSION

Category: Research

Responsible Office: Office of Research and Sponsored Programs (ORSP)

Responsible Administrator: Associate Provost for Research Development and Administration

Date Established: 12/10/2014

Date Last Revised: 12/10/2014

Summary

The Office for Research and Sponsored Programs (ORSP) must review and approve all proposals prior to submission to an outside funding agency. **Proposals are due to ORSP five (5) full business days in advance of the sponsor's deadline.** This applies to paper and electronic proposal submissions.

Policy

POLICY STATEMENT

ORSP must review and approve all proposals prior to submission to an outside funding agency. Proposals may not be submitted directly to the funding source without the prior approval of ORSP. SUNY Oswego reserves the right to decline awards resulting from unapproved proposals.

Completed proposals must be submitted to ORSP by 9:00 a.m. five (5) business days prior to the sponsor's deadline. This applies to paper and electronic proposal submissions.

Proposals submitted on time will be reviewed in the order they are received and will receive priority over those submitted late. Although ORSP will make a good faith effort to submit proposals received less than five (5) business days prior to the sponsor's deadline, it may not be possible to successfully do so.

If a proposal deadline occurs during a change in the university's scheduled operations (i.e., inclement weather or other emergency) the Principal Investigator (PI) should contact the funding agency for an extension to the deadline date. For scheduled SUNY Oswego holidays or closings, the last day before the closing or holiday will become the ORSP submission deadline. Therefore, proposals should be submitted to ORSP five (5) full working days prior to the ORSP submission deadline.

BACKGROUND

As a result of the increasing volume of last-minute proposal submissions to ORSP, it is necessary to adopt a proposal submission deadline policy. This provides ORSP staff with adequate time to review, approve, revise, and process grant proposals. ORSP staff will review for conformity to sponsor guidelines, budget accuracy, acceptable contractual language, appropriate approvals, etc.

Some agencies' electronic submission systems are unstable and become overloaded because of heavy access as the deadline approaches. It is strongly recommended to allow an additional working day to process electronic proposals so that there is sufficient time to resolve

technical issues. First-time users of the electronic submission process should contact ORSP thirty (30) days prior to the deadline for training on use of the appropriate proposal submission system.

It is recommended that complex proposals (i.e., those requiring incorporation of contract documents, multiple consortium or subcontract arrangements, cost sharing from third parties, and/or complicated budgets) be submitted a day or two before the five (5) business day deadline to offset the extra time needed for approvals and review.

APPLICABILITY

This policy applies to all proposals (paper or electronic) submitted to an organization external to SUNY Oswego in support of any research, training, or other sponsored project.

DEFINITIONS

Principal Investigator: A Principal Investigator (PI) is a SUNY Oswego faculty or staff member who bears responsibility for the intellectual leadership of a project. The PI accepts overall responsibility for directing the research, financial oversight, and compliance with relevant university policies and sponsor terms and conditions.

Sponsored Project: A Sponsored Project is any externally funded research, training, evaluative testing, or public service project directed by SUNY Oswego faculty or staff as part of their university work that requires the university to perform a specified program or deliver a specified product.

RESPONSIBILITY

Who should know this policy

- Provost
- Vice Presidents and Assistant/Associate Provosts
- Deans and Associate Deans
- Department Chairs
- Principal Investigators
- Office of Research and Sponsored Programs staff

Principal Investigator

- Submit all proposals for sponsored project funding to ORSP for review and approval at least five (5) full business days in advance of sponsor's deadline
- Compliance with this and all other applicable SUNY Oswego policies
- Contact ORSP thirty (30) days prior to first electronic proposal submission

Department Chair

- Promote faculty and staff awareness of this policy
- Review and approve proposals

Office of Research and Sponsored Programs (ORSP)

- Review all proposals submitted in a timely fashion

Contact Information

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