

PROPOSAL SUBMISSION REQUIREMENTS

Notification of Pending Proposal

The Proposal Notification System is required for all proposal submissions. The Proposal Notification System allows faculty to notify OSPA of pending proposals as well as allowing OSPA to manage the workflow necessary to assist faculty with these proposal submissions.

Proposal Timeline

Submission of Pre-Proposals

A pre-proposal is required to be routed through OSPA for institutional approval prior to submission if it includes any of the following:

- Includes a line item budget
- Includes a commitment of University resources (e.g. cost-share)
- Requires the University to agree to terms and conditions

Pre-proposals that require any of the above factors are subject to the same deadlines and required approvals as full proposals.

Pre-Proposals that require institutional endorsement/submission but none of the above factors must be submitted to OSPA three full business days in advance of the agency deadline.

A signed OSPA checklist is not required for pre-proposals that do not include any of the above noted

Limited Submission Proposals