

**College of Agriculture and Natural Resources
Proposal submission policy for sponsored programs**

03/6/2017

Preamble:

UD Research Office (RO) and CANR seek to jointly improve the proposal submission workflow process. The proposal below is an experiment that will be in effect for six months (March 13 to September 13, 2017) and will provide the foundations for lessons learned. Throughout the term of implementation the RO and CANR will communicate regularly to clarify and resolve any ambiguities or issues. The RO and CANR will follow up with an updated policy, as needed, by September 1, 2017 that will govern proposal submissions beyond October 1, 2017.

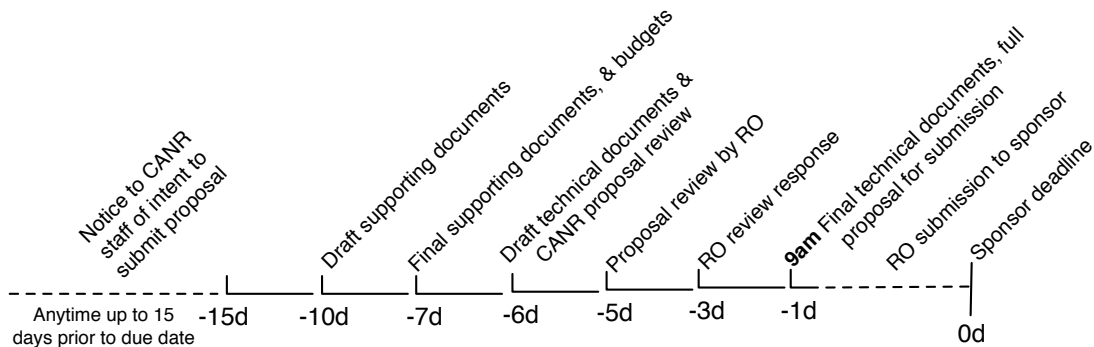
Purpose and scope:

Sponsored program support is the lifeblood sustaining CANR's research, teaching, and extension missions. The administrative staff of the College understands the critical importance of sponsored program funding and it is their mission to ease the burden of grant proposal submission and to provide every principal investigator (PI) the greatest possible chance of success in securing extramural funding. Each proposal submission requires a flurry of communications and numerous documents that ultimately must be assembled into an internal webform and a single proposal document that is submitted to the sponsor. Both the UD webform and the proposal document require PI and administrative review to ensure accuracy and prevent the scenario where the sponsor rejects a proposal because of administrative errors.

In addition to providing all of the supporting documentation required for the proposal, the PI has the tall order of creating a compelling and fundable narrative. It is well established that early preparation and timely pre-submission review improves the process and increases the chances of proposal success. Thus, it is the goal of this policy to maximize PI time to focus on the project narrative and administrative time to review each submission and, thus, provide every proposal the greatest possible chance for success.

This policy describes a timeline for the submission of documents and information pertinent to a proposal that allows for adequate time for successful proposal preparation. To ensure clear communication, this policy describes electronic resources that go beyond e-mail to facilitate clear communication between the PI and submitting administrator.

Should difficulty in meeting this timeline be anticipated, the PI must contact their direct supervisor by e-mail explaining the nature of the delay. This e-mail should be copied to the submitting administrator, the CANR grants manager, and the CANR Deputy Dean. The PI's direct supervisor will be responsible for approving the revised timeline and notifying the submitting administrative staff member. Extension requests filed less than seven business days before the deadline will not be granted. Approval of timeline extensions within CANR do not change the deadline for submission to the Research Office. This policy recognizes that only the Research Office is authorized to submit proposals.



Grant proposal submission timeline for PIs (business days).

Proposal submission timeline:

If a proposal meets the CANR submission timeline requirements as outlined below, the PI will be given two additional days for proofreading and polishing of the technical/scientific narrative section(s) of the proposal (i.e., the PI will have until 9:00 am one business day before the day of the sponsor's deadline to provide the final version of the technical/scientific sections of the proposal). If the early deadlines are missed, then the proposal must be released for submission to the Research Office by 9:00 am three business days before the sponsor's deadline. In this latter case, if the proposal is not released three business days prior to the deadline, the CANR Dean will not approve the proposal for submission.

Sponsor's deadline ("deadline"):

The timeline assumes a sponsor's deadline is 5:00 pm on the deadline day. If the sponsor's deadline time is earlier than 12:00 pm, the timeline deadlines for proposal preparation will be shifted back by one full business day. If the sponsor allows submission later than 5:00 pm, Close of business (5:00 pm) on the deadline day will be considered the deadline even if the sponsor allows submission after 5 pm. For sponsors that do not designate a deadline, the Research Office will submit a proposal within 5 business days from the day the proposal is submitted in its final form to the Research Office.

Proposal submission timeline:

Notice of intent:

15 business days prior to the deadline:

PI will submit by e-mail to the sponsored program coordinator or departmental business administrator (SPC/DBA): proposal deadline date, title and number of solicitation, if applicable, request for applications document, draft title, start & end dates, contact information for all investigators and sub-awardees, contact information for sub-awardee grant officers.

By **12 business days prior** to the deadline:

SPC/DBA will notify the UD Research Office (RO) of the intent to submit the proposal.

Drafts of supporting documents:

10 business days prior to the deadline:

PI will submit to the SPC/DBA (as applicable): draft budget, draft budget justification, statement of work, biosketch, current & pending form, conflict of interest form, facilities, equipment, other resources document, key personnel, any other supporting documents specifically requested by the program.

Within **8 business days prior** to the deadline

SPC/DBA will: confirm receipt of information and documents using grant check-off sheet, will assemble the supporting documents into the proposal.

Final supporting documents & budgets:

7 business days prior to the deadline

PI will submit to the SPC/DBA (as applicable): All sub-award documents; draft project summary suitable for internal webform; final budget; and final budget justification.

Within 12 hours the SPC/DBA will: confirm receipt of information and documents using grant check-off sheet.

Draft technical documents & CANR Proposal review:

6 business days prior to the deadline.

PI will submit to the SPC/DBA: Drafts of technical documents: narrative and summary.

SPC or DBA will: confirm receipt of information and documents using grant check-off sheet; finalize and submit a draft full proposal to the PI for approval.

Proposal review by Research Office:

9:00 am 5 business days prior to the deadline:

DBA/SPC will ensure that all non-technical sections of the proposal are prepared in accordance with the sponsor's requirements, including the final budget and budget justification, and are uploaded in the applicable electronic system required for submission to the sponsor (e.g. NSF Fastlane, Cayuse). The SPC/DBA will notify the RO contract and grant specialist (CGS) that the proposal is ready for review.

If the RO CGS does not have access to the sponsor's electronic system or if the proposal will be submitted via email or hard-copy, then the proposal documents must be uploaded in the PS proposal system.

RO review response:

9:00 am 3 business days prior to the deadline

RO CGS will: notify the PI and the SPC/DBA if there are any changes needed and/or additional documents or other items required to complete the proposal in accordance with sponsor and UD requirements/policy.

Following receipt of the RO comments, DBA/SPC will: notify the PI as needed to make the necessary revisions.

Final technical documents, full proposal for submission:

9:00 am 1 business day prior to the deadline.

PI will submit to the SPC/DBA: final technical sections of the proposal.

DBA/SPC will: notify the RO when the final version of the entire proposal is uploaded and ready to be submitted to the Sponsor (no later than noon).

RO Submission to sponsor:

RO will submit the proposal no later than the sponsor's deadline day and time (or by 5:00 pm on the deadline day if sponsor's deadline time is later than 5:00 pm) and send confirmation of submission to the PI and SPC/DBA.

In rare cases where the sponsor requires the PI to submit the proposal, the RO will notify the PI and DBA/SPC of its approval to submit. This will occur in time for the PI to perform the submission and meet the sponsor's deadline. In these cases, the DBA/SPC or PI will be responsible for notifying the RO by e-mail that the proposal was submitted and ensuring that no changes were made to the proposal after approval by the RO.

For sponsors that do not designate a deadline, the Research Office will submit the proposal within 5 business days from the day the proposal is submitted in its final form to the Research Office.



Charles G. Riordan
Vice President for Research, Scholarship and Innovation

Dated: March 8, 2017



Mark Rieger
Dean, CANR

Dated: March 7, 2017

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10/31/2017

Addendum:

After a six-month review period, the University of Delaware Research Office and the College of Agriculture & Natural Resources have found this proposal submission policy to be satisfactory. This policy should henceforth guide sponsored program grant proposal submissions from the College of Agriculture & Natural Resources.



Charles G. Riordan
Vice President for Research, Scholarship and Innovation



Mark Rieger
Dean, CANR

Dated: 1/11/18

Dated: Nov. 2, 2017