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 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

Mark Rieger
Dean, CANR

Dated: March 8, 2017

Dated: March 7, 2017
**Procedure for Requesting Letters of Support and Cost Share Commitments from the Research Office**

Principal investigators (PIs) are encouraged to review UD’s Cost Sharing Policy (http://sites.udel.edu/generalcounsel/policies/cost-sharing/). Cost share letters and or commitments require sufficient preparation and often a long lead time. PIs should start this conversation with their respective department chairs, or college research office/deans as early as possible. All proposals that require cost share commitments and/or letters of support from UD leadership (President, Provost, VP Research) should follow the steps outlined herein.

Please route all the requests for cost shares and letters of support requiring UD leadership support through the Associate Vice President for Research Development. Encourage the PI’s and Research Deans to engage with the Research Office (RO) as early as possible through the Research Development Office. Use email researchdev@udel.edu for communication to the RO.

The timeline depends on the complexity of the cost shares/commitments and level of letters of support and is specified below:

**Cost Sharing and F&A Modifications:**

1. Standard equipment match requests should follow the Equipment Cost Share policy (https://www1.udel.edu/research/preparing/equipcostshare.html) and be communicated to the RO at least 1 week in advance of the submission date.
2. RO should be notified at least 2 weeks from the submission date for proposals with substantial match such as non-equipment match. Large/complex proposals, such as Major Research Instrumentation grants, or proposals involving more than one college, generally require very substantial university cost share commitments and therefore need even more lead time.
3. Unless F&A is limited by the sponsor, any reductions of F&A, including its use as cost share need to be communicated to the RO at least 2 weeks in advance.

**Letters of Support:**

1. Letters of support that involve language for cost shares need to follow Cost Share schedule noted above. See also #3 below.
2. At least 5 business days before proposal submission date for letters of support that need President or Provost signature. 3 business days for letters of support that need VP for Research support.
3. The PI and/or respective Research Dean must provide a draft summary for such letters and key points that must be emphasized in the LOS paying careful attention to the solicitation’s guidelines.
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