SUBJECT: Proposal Submission Deadlines

Effective Date: 8/1/2012
Policy Number 10.2.10
Supersedes: n/a
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Responsible Authorities: Vice President for Research

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE:

Initial adoption 8/1/2012; effective 8/1/2012

POLICY:

All proposal materials must be submitted to Sponsored Programs five (5) business days before the established sponsor’s deadline. A proposal submitted to Sponsored Programs must include all supporting documentation, applicable FAU documents and approvals by the authorized approvers for the college/HBOI.

Principal investigators must clearly state agency deadlines on the grantsERA file on the title page as well as on the routing sheet and must attach a copy of the proposal guidelines or application guidelines in the pre-award section.

This policy applies to all proposals submitted to Sponsored Programs in the Division of Research. Individual colleges may have additional internal deadline requirements to adequately review and approve the proposals prior to submitting to Sponsored Programs.

Adhering to the submission deadline is important because it allows time for Sponsored Programs to review all aspects of the proposal, work with the principal investigator to correct errors before the sponsor’s deadline, and deal with technical issues and error messages from the various electronic submission portals.

The role of the authorized approver in the college/HBOI is crucial in the proposal process, and therefore, an authorized approver for each college/HBOI must be available during FAU’s standard business hours. Authorized approvers do not have the authority to waive the five-business-day policy. Only the Director of Sponsored Programs or designee can grant a waiver due to an exceptional circumstance.

Under rare and exceptional circumstances a principal investigator may initiate a request for an exception to the five-business-day deadline by following these steps:
Step 1: To request an exception, principal investigators must submit an email request to their college/HBOI authorized approver describing the exceptional circumstance and why the five-business-day policy cannot be met. The principal investigator will outline the steps that he/she will take to meet the sponsor’s deadline.

Step 2: If the college/HBOI authorized approver recommends the exception, he/she will forward the recommendation with supporting documentation to the Director of Sponsored Programs or designee no later than seven (7) days before the established sponsor’s deadline. (See Appendix A for a sample email request from authorized approver to sponsored programs.)

Step 3: If approved by Sponsored Programs, a new deadline for submission will be established and communicated to all parties.

Note: Sponsored Programs reserves the right to reject proposals from principal investigators who do not follow these procedures.

POLICY APPROVAL

Initiating Authority

Signature: ___________________________ Date: 7-16-12

Barry T. Rosson, Vice President for Research
Appendix A

Date: MM/DD/YY
To: Proposal and Contract Administrator, Sponsored Programs
Cc: Principal Investigator
From: Name of Authorized Approver
College:
RE: Exception to five (5) business day review policy

I have reviewed the Principal Investigator’s request for an exception to FAU’s five (5) business day review policy (please see attached request). Based on the explanation as to why the five (5) business day deadline cannot be met and the steps to be taken to meet the requested sponsor deadline, I have approved the request.

The proposal includes the following items which require additional documentation and approvals which may require extra time and effort during the review process.

Check All Applicable Items Below

(  ) PI Eligibility special approval (attach request)
(  ) Subcontracts
(  ) Consultants
(  ) Cost share
(  ) CAS 502 items
(  ) Indirect cost rate
(  ) RFP, RFA or other special agreement (attach program announcement or other instructions)