

## Schmidt College of Medicine Proposal Guidelines

Proposal submissions for grants, contracts, subcontracts, and all other externally funded proposals must comply with the grant proposal guidelines outlined below. This timeline is necessary to ensure adequate review and timely approval of all proposals by the Schmidt College of Medicine (COM) prior to submission to the Office of Sponsored Programs (OSP).

Due Date	Task
15 business days before sponsor due date	<b>COM REQUIREMENT:</b> Complete the COM Proposal Routing form found <a href="#">here</a> and on our website <a href="#">COM Research Resources</a> . The earlier you complete the COM routing form, the better.
10 business days before sponsor due date	<b>COM REQUIREMENT:</b> Begin internal <i>Novelution</i> routing for approvals. All documentation should be final except the research plan, which can be in draft form.
5 business days before sponsor due date	<b>OSP POLICY:</b> All proposals must be routed and approved by the Dept Chair and the Dean's Office via the <i>Novelution</i> portal and received by OSP no later than five (5) business days prior to sponsor due date. All documents including budgetary items should be in final form. However, if additional time is required to edit and enhance the body of the proposal, certain documents may be submitted to OSP in draft form with the agreement that final documents are received 2 business days prior to sponsor due date. View OSP's complete policy: <a href="https://www.fau.edu/research-admin/docs/policies/sponsored-programs/proposal-submission-policy-rev-01-05-2018.pdf">https://www.fau.edu/research-admin/docs/policies/sponsored-programs/proposal-submission-policy-rev-01-05-2018.pdf</a>
2 business days before sponsor due date	<b>OSP POLICY:</b> All documents in <i>Novelution</i> must be final at this time.

**COM needs to be informed at the 15 business day mark that you are submitting an application, regardless of your role on the project (e.g. PI, MPI, Co-I, Collaborator, Subcontractor), or who is responsible for the application submission (e.g. COM, different FAU college, external entity).**

A [COM Research Administrator](#) can assist with the form pages of the application (in *Novelution*, ASSIST or other submission system) and budget, but adequate advanced notice is required. Please be aware that applications involving other colleges or institutions take longer, so please give as much notice as possible but minimum 15 business days.

If your solicitation limits the number of proposals that can be submitted from FAU, please contact the [FAU Office of Research Development](#) to request permission to submit, in addition to notifying COM of your intent to submit a proposal.

**Failure to follow this policy may result in your proposal not being submitted to the sponsor.** OSP will not submit applications without approval from COM. Any exceptions to the guidelines outlined above requires approval from the Senior Associate Dean for Research. The COM Proposal Guidelines will be reviewed annually and updated as necessary.

*Policy effective 1/1/18, Revised 8/15/18, Updated 10/6/20, 2/15/23, 7/27/23, 12/4/24*  
*Questions regarding these guidelines should be sent to [ResearchOffice@health.fau.edu](mailto:ResearchOffice@health.fau.edu)*