

College of Engineering Policy 2-4
Proposal Submission Process for Sponsored Programs
(10/23/19)

Purpose and scope:

The College of Engineering (COE) seeks to improve the proposal submission workflow process. 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 an extensive amount of communication 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 an intent to submit a proposal request be received by the COE Proposal Inbox later than 15 days prior to the sponsor deadline, an email will be sent to the requesting PI's Department Chair and a copy sent to the COE Research Dean notifying them of the late request. Approval of timeline extensions within COE do not change the deadline for submission to the Research Office (RO). This policy recognizes that only the Research Office is authorized to submit proposals.

15+ Business Days Prior to Sponsor Deadline	PI notify COE Proposal Inbox of intent to submit proposal
10 Business Days Prior to Sponsor Deadline	Work with assigned GA to draft budget and budget justification needed to route webform. Work on internal abstract.
7 Business Days Prior to Sponsor Deadline	Provide finalized budget, budget justification and internal abstract to assigned GA. GA to route PS and webform for review and approval.
6 Business Days Prior to Sponsor Deadline	Work on all required documents for proposal submission with assigned GA
5 Business Days Prior to Sponsor Deadline	Provide assigned GA with all finalized proposal documents (except technical documents) to upload to sponsor portal
3 Business Days Prior to Sponsor Deadline	Proposal sent to RO to review. RO feedback addressed
1 Business Day Prior to Sponsor Deadline	Final Technical document received and uploaded for RO review

Proposal submission timeline:

If the proposal is not released three business days prior to the deadline, the COE Research Dean may 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 email COEproposals@udel.edu inbox the following information:

- Proposal deadline, title and number for solicitation (or copy of solicitation), proposed start and end dates of proposal, contact information for all investigators and sub-awardees, contact information for sub-awardee grants officers.
- Within 2 business days of assignment, GA will send a checklist for the solicitation to the PI

Drafts of PS and Webform documents:

10 business days prior to the deadline:

PI will work with the GA to develop the following documents: draft budget, draft budget justification, Subaward documents and statement of work

Final PS/Webform documents & budgets:

7 business days prior to the deadline

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

Administrative Documents:

5 business days prior to the deadline:

PI and GA will ensure that all non-technical sections of the proposal are prepared in accordance with the sponsor's requirements and are uploaded in the applicable electronic system required for submission to the sponsor (e.g. NSF Fastlane, Cayuse). These documents may include but are not limited to: biosketch, current & pending, conflict of interest form, facilities, equipment, other resources document, key personnel, any other supporting documents specifically requested by the program.

RO review:

3 business days prior to the deadline

Full proposal sent to RO: After RO review, the GA will notify the PI 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.

Final technical documents, full proposal for submission:

8am - 1 business day prior to the deadline

PI will submit to the GA: final technical section of the proposal.

GA will notify the RO the final technical report is uploaded and ready for review

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 GA.

In rare cases where the sponsor requires the PI to submit the proposal, the RO will notify the PI and GA 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 GA 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.

David C. Martin

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Associate Dean, Research & Entrepreneurship

Chief Financial & Administrative Officer