



**7A-19**

**PROPOSAL SUBMISSION POLICY**

<b>Responsible Executive:</b>	Vice President for Research
<b>Approving Official:</b>	Vice President for Research
<b>Effective Date:</b>	May 10, 2021
<b>Revision History:</b>	New August 24, 2012

**I. INTRODUCTION**

This document establishes a policy to ensure timely review and processing by SRA/FSURF of proposals submitted to external sponsoring agencies.

**II. POLICY**

Due to the high volume of last-minute proposal submissions to Sponsored Research Administration (SRA) and the FSU Research Foundation (FSURF), the Office of Research has adopted a proposal submission deadline policy to ensure timely review and processing by SRA/FSURF. While it is highly recommended that proposals be submitted to SRA and FSURF for review several weeks before the agency deadline, “completed proposals” (see definition below) are required to be submitted to SRA/FSURF via RAMP-Grants (i.e., the Grants module of FSU’s Research Administration Management Portal) by 9 a.m., **three working days** prior to the agency’s deadline (see chart below). This provides the proposal administrator in SRA/FSURF with adequate time to ensure that the proposal follows agency guidelines, the budget is accurate, any incorporated contractual language is acceptable, time exists for necessary revisions, and all internal approvals (e.g., Chair and Dean) have been obtained. Proposals submitted after the internal deadline risk non-submission to the funding agency.

**Definition of “completed proposal”:** In order for the proposal to meet the 3-working-day policy, the “completed proposal” must be entered into RAMP-Grants three (3) working days prior to the sponsor deadline and be in the Specialist Review state. All fields and internal documents except the final scope of work must be entered/uploaded into the respective SmartForm or RAMP-Grants workspace.

A “completed proposal” is comprised of the following:

1. The Funding Proposal SmartForm in RAMP-Grants;
2. The Proposal Budget SmartForm in RAMP-Grants, with the detailed budget justification uploaded as an Attachment to the Budget SmartForm;
3. Scope of Work (accurate yet rough version of the technical portion of the proposal is acceptable at this stage), uploaded as an attachment in the Funding Proposal workspace;

4. Requests for internal approvals (e.g., request to overmatch, subcontracting out more than 75% of the award) with appropriate departmental, chair, and dean approvals, documented as Ancillary Reviews in RAMP-Grants;
5. Subrecipient or Contractor Determination Form for entities to whom you wish to issue an outgoing subaward;
6. Commitment letters from entities to whom you wish to issue an outgoing subaward;
7. Sponsor’s RFP (a.k.a., solicitation, program announcement, guidelines);
8. Other application documents required by the sponsor (as applicable);  
AND
9. Proof of conflict of interest training completion and financial interest disclosures, as applicable. If subcontractors, consultants, or collaborators are designated as investigators by the PI, proof of their completion of training and disclosure is also required.<sup>1</sup>

**SRA/FSURF Internal Deadline Chart**

<b>Sponsor Deadline</b>	<b>SRA/FSURF Internal Deadline for 3-working-day rule</b>
Monday	The previous Wednesday at 9 A.M.
Tuesday	The previous Thursday at 9 A.M.
Wednesday	The previous Friday at 9 A.M.
Thursday	Monday of the same week at 9 A.M.
Friday	Tuesday of the same week at 9 A.M.
Saturday	Because Saturday is not a business day, it does not count towards the 3-working-day rule. You should treat Friday as the deadline, so the internal proposal deadline is Tuesday of the same week at 9 A.M.
Sunday	Because Sunday is not a business day, it does not count towards the 3-day working day rule. You should treat Friday as the deadline, so the internal proposal deadline is Tuesday.

**(Please note:** The 3-working-day deadline is necessary so that proposals can be processed/submitted early enough on the actual day of the sponsor deadline; otherwise, proposal submissions may be jeopardized due to slow or frozen websites. In turn, the 3-working-day period runs from 9 A.M., three days prior to the day of the sponsor deadline to 9 A.M. on the day of the sponsor deadline).<sup>1</sup>

---

<sup>1</sup>The Department of Health & Human Services (DHHS) defines investigator as the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research, including collaborators or consultants. For DHHS direct-funded proposals and flow-through proposals, federal law prohibits the submission of proposals for which all of the investigators, as designated by the PI and meeting the DHHS definition of investigator, (including investigators on proposed subcontracts or agreements with collaborators, consultants, etc.) on the project have not completed financial conflict of interest training and disclosed significant financial interests.

This policy applies to all proposals to all agencies including situations where we are not the lead institution but are receiving a subaward/subcontract from a pass-through entity (a.k.a., lead institution).<sup>2</sup>

Regardless of whether a proposal is to be submitted as a hard copy or through electronic submission, all proposals must be entered into RAMP-Grants for workflow approvals and submission to the agency. Proposals submitted without SRA/FSURF approval may be withdrawn. Proposals submitted without SRA/FSURF approval that receive funding will not be accepted by the University or the Research Foundation unless an exception to this policy is approved by the Vice President for Research/President of the Research Foundation with an explanation by the PI as to why the proposal was not submitted through SRA or FSURF.

All proposals require the electronic approval or signature of an authorized representative or official. The Vice President for Research/President of the Research Foundation or one of their delegates are the only individuals authorized to sign agency forms, representations, certifications, and other documents requiring the signature of an authorized representative, official, or signatory. All official signatures are obtained from SRA/FSURF. Likewise, no proposal will be approved without all required Chair and Dean approvals.

In order to provide PIs additional time to complete the technical portion/scope of work, the final version can be completed on the sponsor deadline, provided that it includes no substantial changes to the scope of work. The remainder of the proposal (i.e., everything except the final technical portion), must be entered into RAMP-Grants three working days prior to the sponsor deadline.

The Office of Research encourages principal investigators to complete the proposal in RAMP-Grants in its entirety in advance of the three-day deadline. The principal investigator should maintain contact after submitting the proposal to SRA/FSURF via RAMP-Grants to make corrections promptly, provide more information, and otherwise facilitate SRA/FSURF's review of the proposal.

When submitting proposals that require electronic submissions through an agency's web-based system, principal investigators should be aware that some agencies' systems are commonly unstable and become overloaded or frozen due to heavy access as a deadline approaches. It is strongly recommended that an additional working day be included for processing in order to ensure that sufficient time exists to resolve any technical issues that occur. Likewise, the Office of Research strongly recommends that complex proposals (i.e., those with contract documents/terms & conditions incorporated, multiple consortium or subcontract arrangements, cost share, and complicated budgets) be submitted a day or two before the three-day deadline to provide the extra time needed for approvals and review.

---

<sup>2</sup> In cases where another institution is the lead applicant, FSU's deadline is the deadline dictated to FSU by the pass-through entity and not necessarily the pass-through entity's deadline to its sponsor.

In the event of the University's unforeseen closure due to inclement weather or another emergency, SRA and FSURF will be closed. In this situation, principal investigators with deadlines during the closure should contact the funding agency for an extension to the deadline. For other planned University closures, principal investigators should treat the last open day as the submission deadline, with proposals submitted to SRA/FSURF three days before the last open day.

For proposals submitted as hard copies, after SRA/FSURF approves the proposal for submission, it is the PI's responsibility to submit the proposal to the sponsor in time to meet the deadline.

Questions about this policy should be directed to SRA/FSURF during their regular business hours from 8:00 a.m. – 5:00 p.m., Monday – Friday.

### **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

Section 1004.22, F.S., BOG 1.001(3)(m)

These policies will be reviewed periodically and updated when necessary.

/s/ Laurel Fulkerson

---

[Proof of approval retained in file]