

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

PROPOSAL SUBMISSION

Number: 07.02.12

Division: Office of Sponsored Programs

Date: December 27, 2013

Purpose:

To maximize the chances that sponsored research proposals are successfully selected for award, it is vital that the campus continue to submit the highest-quality proposals to our sponsors. Last minute proposal submissions can result in not enough lead time to conduct a proper review of the proposal before it is submitted and also jeopardize the successful submission in time to meet a

Additionally, the electronic submission process requires accessing the sponsor web site systems/portals to submit the proposal with ample time to upload the documents, respond to errors, and potentially resubmit the proposal with sufficient time before the published deadline. Sponsors are no longer sympathetic to circumstances that lead to late proposal submissions, so if the

- a. A ready-to-submit proposal is defined as (but not limited too) the following: a PI approved proposal budget, all required documents (technical, CVs, current/pending, etc.), all documents uploaded into the respective agency applications; and the application released to OSP.
- b. The Electronic Internal Coordination Sheet (ICS) will be released upon receipt of the final proposal package as noted above.
- c. Proposal submissions take precedent over all other actions. The contract

than 24 hours from date of receipt in OSP. This will allow the PI time to make any needed corrections before submission to the AOR for final approval and submission to the sponsor.
- d. All proposals are submitted on a First-in First out process. Proposals received before (or by) the OSP submittal deadlines will be processed first.


Emergency circumstances will occur. When they do, please inform the contract administrator or contract and grant coordinator as early as possible; so they can provide assistance and support with the pending proposal.

Periodic reports will be sent to the Center Director, Dean, and Vice President for Research reflecting proposal submission data to assist with the proposal submission process.

Proposal submission processes and procedures are located on the Office of

Review: The Office of Sponsored Programs is responsible for review of this policy every four years, (or whenever circumstances require).

Approval:


Chief University Counsel


Vice President for Research and Economic Development


Director, Office of Sponsored Programs

APPROVED:


President