CBU

PROPOSAL SUBMISSION GUIDELINES

Effective Date: January 2, 2019

PURPOSE

The purpose of this guideline is to facilitate the timely and efficient submission of CBU's proposals to extramural sponsors as well as implement a fair and equitable method for prioritizing proposals for review.

CBU's Office of Research Initiatives (ORI), a division of Academic Affairs, has central responsibility for proposal submission and award management for sponsored research, scholarship, instructional and other sponsored activities at CBU. ORI also bears responsibility for research compliance as it relates to activities supported by external funds. ORI balances service to faculty and staff with strict adherence to university, federal and sponsor agency regulations and policies.

That balance guides the office in its mission to support faculty, staff and students in applying for external funds for all sponsored activities and managing awarded projects, bringing integrity, clarity and ease to sponsored programs grant administration processes at CBU. Through these activities, ORI guides the university's research and sponsored activity endeavors on a forward path to fostering effective scholarly research and program development.

ENTITIES IMPACTED BY THIS PROCEDURE

Faculty and Staff involved in the development or submission of documents related to externally funded sponsored research.

PROCEDURE

Proposals and other documents to external agencies requesting funds and/or committing University resources (e.g. personnel, space, funds, equipment, etc.) must be reviewed, approved and signed by the College/School Dean and Provost before it is submitted to the funding agency to ensure it is accurate, complete, and adheres to sponsor and institutional policy.

An External Funding Submission Form is required for any of the following:

- New proposals (including projects transferring to CBU and subawards) and resubmissions

- Pre-proposals requiring a detailed budget

- Letters of intent

- Competing renewal/continuation proposals

- Supplemental funds request

An External Funding Submission Form must be completed and signed by all investigators and their College/School Dean and returned to the Office of Research Initiatives **15 business days** prior to the grant application date. PI submits the final copy of the proposal package along with the completed external funding submission form to the Office of Research Initiatives for final review and approval. Office of Research Initiatives will coordinate/obtain the remaining required approval.

When submitting your form, please include the following:

1. Proposal abstract

2. Budget draft and budget justification

3. Any position descriptions for grant funded personnel

4. The statement of work and budget for any subrecipients, if applicable

5. Any other supporting documents required by the RFP or grant application guidelines (Biosketch, Letters of Support, IRB approval if applicable, etc.)

6. Support from the Dean

Office of Research Initiatives assists faculty and staff in the development and submission of proposals for sponsored research. If you need assistance in writing the proposal, please allow **30 calendar days** prior to sponsor submission or **60 calendar days** for complex proposals. This will ensure timely, compliant and accurate submissions, including budget development, interpretation of sponsor requirements, editing, institutional review and signature. Director of Research Initiatives will communicate initial proposal development timeline to PI within **3-5 business days** and will collaborate with PI on developing the final timeline.

Note: If the PI is required to submit a concept paper, statement of interest, or letter of inquiry to a funding agency for approval before a full proposal is allowed, the concept paper still needs to be submitted for the internal approval process.

ADDITIONAL INFORMATION

- For questions related to this guideline, please contact the Director of Research Initiatives at (951) 343-4827 or via email at ORI@calbaptist.edu.