



## BALL STATE UNIVERSITY

### External Proposal Submission Policy Revised June 2022

#### **Policy Statement**

ALL proposals for external funding must be processed through SPA prior to submission to external sponsors. This requirement applies to all grants, contracts, subawards, and other funding mechanisms<sup>1</sup>. The proposal must be fully approved via the Cayuse proposal approval (University clearance) process through the level of the **Director of Pre Award, Strategy, and Outreach or Director of Post Award, Compliance, and Operations** (Authorized Organizational Representative or AOR) before proposal submission. The University reserves the right to not submit a proposal if not given adequate time to review or if, in consultation with the Department Chair and/or Dean, the proposal appears unfit for external review.

#### **Reasons for Policy**

Working with a Sponsored Projects Administration (SPA) Proposal Manager (PM) and utilizing University provided resources early in the proposal development process helps ensure the successful submission of external proposals. By increasing the amount of time allotted for review by SPA PMs, Chairs, Deans, and the AOR, the proposal and budget can be reviewed for completeness and accuracy in providing for the project and to protect the Principal Investigator (PI) and BSU.

#### **Procedures**

PIs will notify their SPA Proposal Manager early (3+ weeks) of the development of a potential proposal or external submission. *PIs are expected to discuss funding opportunities and submission intentions with the department chair, including potential for new assigned time, prior to or in tandem with contacting SPA.* The PM will provide a schedule of deadlines for each proposal. These deadlines must be met for priority to continue to be given to these proposals. Proposals processed within the timeline below will take precedence over those that are outside the expected timeline; Proposals outside of this prescribed timeline will be processed by SPA on a first-come, first-served basis.

*\*Please note, proposals with the following elements require at least 4 weeks' notice to SPA, in order to undergo required additional review:*

- 1. Project-based international travel*
- 2. Dedicated effort of more than 25% in any one semester*
- 3. Required costshare*

#### **Academic Affairs**

Sponsored Projects Administration  
Muncie, Indiana 47306-0155 | Phone: 765-285-1600 | Fax: 765-285-1624

**Fifteen (15) business days prior to sponsor deadline<sup>2</sup>**, PIs should forward proposal materials, including **project budget needs** and **near-final narrative** to their assigned SPA Proposal Manager. Following this timeline enables:

- ✓ SPA preparation of the proposal budget to ensure accuracy and to adequately provide for the project, protecting the PI and BSU;
  - ✓ Assistance in developing the narrative in accordance with Sponsor guideline and review criteria as well as assurance that narrative and other proposal components comply with sponsor guidance and University policies;
  - ✓ Initiation of the Cayuse proposal approval (University clearance) process to permit timely submission, and ensure that the proposal budget, including costshare, are appropriately reviewed, and approved by the Department Chair, College Dean, and AOR, **which is required for submission to the sponsor**;
  - ✓ Request of necessary physical signatures and/or letters of support or commitment from University Officials and external collaborators.
- **Three (3) business days prior to the sponsor deadline<sup>2</sup>, it is imperative that the PI provide all FINAL materials required for submission to the SPA PM. This provision is required.** This timeline allows for the following actions:
- ✓ Limited review of final proposal materials by SPA Proposal Manager prior to submission;
  - ✓ Contingent on approval by Chair, Dean and AOR, on-time submission of application to sponsor. SPA staff will strive to complete submission on time, but it is the **responsibility of the PI** if a delay in receiving materials results in a failed submission. **SPA staff will only submit proposals during posted University office hours.** In the cases where proposals are due outside normal business hours (Monday-Friday, 8 a.m. - 5 p.m.), 5 p.m. EST of the weekday day of the deadline is the official submission deadline.
  - ✓ The University reserves the right to not submit a proposal if extensive revision and/or additions would be required prior to submission.
  - ✓ Incentive funds awarded per the SUBMIT Program will be made available to individuals submitting these materials **5 business days prior to the sponsor deadline<sup>3</sup>**.

### **Exceptions**

Requests for exceptions to the 3-day submission timeline must be submitted *in writing* to the Director of Pre Award, Strategy, and Outreach and Vice Provost for Research. All final decisions will be held at the level of Vice Provost for Research.

### **Contacts**

Jackie Davis, Director of Pre Award, Strategy, and Outreach, Sponsored Projects Administration,  
765-285-1607, [jsdavis@bsu.edu](mailto:jsdavis@bsu.edu)

Liz Haney, Director of Post Award, Compliance, and Operations, Sponsored Projects Administration,  
765-285-5085, [elizabeth.haney@bsu.edu](mailto:elizabeth.haney@bsu.edu)

Vice Provost for Research, 765-285-8846, [avpr@bsu.edu](mailto:avpr@bsu.edu)

<sup>1</sup> University employees who share their professional knowledge and expertise through outside activities that do not result in payment to BSU, regardless of whether activities result in payment to the individual, should consult the BSU Policy on Conflict of Interest and Conflict of Commitment. Disclosure of such activities may be required as outlined in that policy.

<sup>2</sup> Or anticipated submission date, if no deadline is given.

<sup>3</sup> Service Contracts and donations do not receive SUBMIT funds. Centers and Institutes must comply with the "Service Contracts Policy—Including Indirect Costs (Recovery and Distribution) and Fiscal Administration".