Policy 301. Proposal Submission

Definitions

For the purpose of this document, the term **Proposal** is defined as any document that is submitted to a funding agency for the explicit purpose of being awarded external funding for a specified project. This includes both solicited and unsolicited funds.

Policy

It is the policy of the IUP Research Institute that all proposals for external funding will be submitted by the IUP Research Institute as the applicant organization unless stipulated under the following:

> Grants, contracts and agreements that, due to eligibility constraints, must be awarded to an institution of higher education, a university within the State System of Higher Education, or a state agency. The designation must be outlined specifically in the RFP or submission guidelines or communicated to the cognizant Project Development Officer by an authorized agency representative.

Regardless of which entity will legally apply for and receive the award, the IUP Research Institute staff will facilitate the process and transmit the submission(s).

The IUP Research Institute is committed to assuring all proposals meet the following basic guidelines, prior to submission:

1. are consistent with IUP's Research Mission as set forth by the President, Provost or Vice Provost for Research
2. are approved by the academic college, department and/or division of the project director or Principal Investigator.
3. are of the highest technical quality
4. have an appropriate and authorized budget detail and justification
5. are reviewed by IUP's Proposal Review Committee
6. proposals requesting voluntary reduction or waiver of Facilities & Administrative (F&A) fees, MUST request & receive permission from the Provost

Under no circumstances are IUP faculty or staff members authorized to submit a proposal on behalf of IUP or the IUP Research Institute. The IUP Research Institute reserves the right to rescind proposals submitted outside of the cognizance of the Project Development Officers. The IUP Research Institute Executive Director, will, when applicable, consult with the IUP Vice Provost for Research and/or the Provost before rescinding a proposal.

Applicable Documents/Forms

Request Authorization to Seek External Funding Form

IUP Research Institute Budget Summary Form

Funding agency guidelines and application forms

Procedures

1. After identifying a funding agency or source, potential PI's must contact their designated Project Development Officer at the IUP Research Institute.

2. Project Development Officers will assist the PI with all aspects of the proposal and budget development process including verifying expenses, ensuring the proposal meets agency criteria and obtaining required internal authorization.

3. Approval signatures are required by the PI, the chairperson and dean of the PI, the School of Graduate Studies and Research and the Provost.

4. PI's should contact the Project Development Officer as soon as they identify the funding agency and begin the writing process to ensure a timely and compliant proposal. The IUP Research Institute requests a complete and final proposal no later than five (5) days prior to the submission deadline.

5. Access the IUP Research Institute's website at www.iup.edu/researchinstitute to determine the designated Project Development Officer, to obtain the authorization and budget summary templates and for more information on the IUP Research Institute services.

6. Request and approval for voluntary reduction/waiver in the Facilities & Administrative (F&A) fees must be secured prior to submission with authorization by the Provost.