



## Proposal Submission Guidelines (10-5-2)

*Purpose: To describe relevant procedures for investigators who are submitting proposals for external funding*

Office of Research & Graduate Studies (ORGS) strives to provide TAMUK and the agency research community with excellent sponsored project administration services. Pre-award administration is a complex process that requires sufficient preparation time prior to submission to the sponsor. Adequate preparation time will ensure that sponsor requirements, System Member rules, or guidelines are followed and proposals are submitted by the sponsor's deadline. ORGS is able to add the most value to the proposal submission process when sufficient time is available to prepare ORGS generated portions of the proposal, and to conduct a thorough quality review. To ensure that our office provides investigators with the highest level of support, we issue the following guidelines for proposal services:

### 1. Initial Contact with ORGS

- a. Researchers are asked to complete the *Notice of Intent Webform*, which is available on the ORGS website at: <https://www.tamuk.edu/orgs/Pre-Award/Revamped-Forms.html>. The NOI must be submitted to ORGS **a minimum of 10 business days**, prior to the sponsor deadline date.
- b. Complex proposals (e.g. the proposal contains subcontracts or cost share/match, etc.) or solicitations containing terms and conditions may need additional preparation time (longer than 2 weeks). Therefore, researchers are encouraged to contact our office as soon as possible to facilitate the proposal development and submission process.  
**\*\*\* Proposals with Cost Sharing should NOT be included in a proposed budget unless THE SPONSOR REQUIRES IT. The sources of cost-share should be identified and written approval must be recorded on file, prior to submission.**
- c. The initial communication should include the sponsor funding opportunity/announcement. In the event that an announcement is not available, the communication should include sponsor's name, opportunity/program title, deadline and other critical elements of the proposal so that an assigned proposal administrator can facilitate the development and submission process.

### 2. Preparation of Administrative Portions of the Proposal - ORGS requests the following documents (when applicable) **a minimum of 5 business days** in advance of the sponsor deadline:

- a. Budget
- b. Budget Justification
- c. Draft Abstract/Summary or Statement of Work
- d. Draft Project Narrative/Description
- e. Relevant Approved Waivers
- f. Subcontract Documents (e.g. subrecipient form, letter of commitment, etc.)



- g. Biosketches
  - h. Current & Pending Support
  - i. Data Management Plan
  - j. Facilities & Equipment
  - k. Other Required Sponsor Forms
3. **All Portions of the Proposal** – A completed proposal should be submitted to ORGS, in final format, **no later than 2 business days** prior to the sponsor deadline.
4. **ORGS Pledge to the Research Community**
- a. Proposals in final format received at our office by the timeline outlined above will receive a complete and thorough quality review.
  - b. For proposals completed and submitted to ORGS within this timeframe, our office will work with the PI to make necessary changes to ensure that the proposal is administratively compliant.
  - c. ORGS pledges to submit on-time proposals, with limited exceptions, prior to the specified opportunity/program deadline. Proposals with the required materials submitted to ORGS within the timeframe outlined above will receive priority over proposals received with shorter lead time.
  - d. ORGS staff will make every effort to submit all proposals.  
***\*\*\*In the event that a proposal is received outside of the requested timeframe, the investigator will assume the risk for proposals found to be non-compliant or does not meet the sponsor's deadline.***
5. **Approvals** - The Institutional Authorization Form along with other internal forms (Appendix B, Time & Effort, and Late Submission Form, if applicable) must be submitted to ORGS no later than the proposal due date, either electronic submission or hard copy, with all applicable authorizations and/or signatures. If a proposal is submitted to the sponsor without ORGS review, the proposal may be withdrawn if it is determined to be non-compliant with the System Member rules, or guidelines.

**Approved By:** Dr. Jose F. Espiritu, Interim Associate Vice President for Research & Graduate Studies

**Approved By:** Diana P. Luna, Director, Contracts & Grants

**Approved:** 01/06/2023

**Effective:** Immediately

**Review Cycle:** Annually