

## Earth and Mineral Sciences Proposal Submission Guidelines

The Office of Sponsored Programs (OSP) has entrusted the Office of the Associate Dean for Graduate Education and Research (ADGER) with institutional authority to certify contract and grant proposals to the government and other agencies. In certifying, via what is known as delegated signature authority, the institution is guaranteeing that the proposal is compliant with current Federal, State, University and sponsor policies. It also certifies that representations made by University employees will be honored if the grant or contract is awarded.

In addition to assisting researchers prepare proposals which are consistent with all appropriate policies, ADGER has the responsibility of protecting the integrity of the College and the University. Recently the high number of proposals received at one time and near the deadline, and the on-going problems with Grants.Gov, have resulted in the unfortunate situation of the College certifying documents on behalf of the University with little or no review. This has led to some potentially serious ramifications to the University and the possibility of ADGER losing designated signature authority.

Therefore, in order for ADGER to meet its responsibility to the University under delegated signature authority, effective immediately **proposals must be received in 248 Deike at least twenty-four (24) hours prior to the date due at the agency.** ADGER staff will review proposals in the order received. The ADGER staff are not permitted to approve documents which they have not reviewed thoroughly. At a minimum the following documentation is required for review:

- Signed Proposal/Award Internal Approval Form (PIAF / AIAF)
- Cover Page (or other document containing the University boilerplate and/or official signature line)
- All budget and budget justification pages
- Key personnel listing
- Abstract
- Copy or web link to instructions, funding opportunity announcement, RFA, etc.
- If subawards are to be included, signed cover page, all budget forms, statement of work and current F&A rate agreement.

This new policy is required to:

- Ensure a thorough review of every proposal endorsed by ADGER staff on behalf of the Associate Dean for Graduate Education and Research and the Assistant Vice President for Research.
- Suggest, when appropriate, changes that might enhance funding success.
- Ensure compliance with University and sponsor policies, and
- For proposals submitted using Grants.Gov, allow for a cushion of time in case of technical problems.

**Failure to meet the 24 hour deadline will eliminate ADGER's ability to provide institutional approval of the proposal. If the 24 hours review deadline is unable to be met due to extenuating circumstances, the ADGER office should be contacted well in advance in order to formulate a possible solution.**

Following submission to the sponsor, a complete copy of the document must be sent immediately to the ADGER office.

4/7/2009