

## Policies and Procedures

SECTION: Sponsored Programs Administration	NUMBER: 3	
CHAPTER: Sponsored Programs Administration	ISSUED: 10/2011	REVISED: 3/2013; 5/2017
POLICY: Proposal Routing	PAGE 1 OF 1	

### 1. POLICY

Investigators shall complete and submit the “[Notification of Intent to Submit](#)” form located on the Sponsored Programs Administration website. By doing so, Sponsored Programs Administration staff can add the deadline to their calendar and plan time accordingly to assist with the development, review, and routing of the application.

**All proposals and contracts to be submitted by Creighton University faculty in their official University capacity must be routed through Sponsored Programs Administration prior to submission to the sponsor.** Completed hard copies and electronic copies of proposal or contract packets shall be submitted to the Sponsored Programs Administration office **a minimum of five business days in advance of the funder’s submission deadline.** Investigators must include a Proposal Routing Form and obtain their chair’s signature, as well as the signatures of key personnel and other faculty participating in the project and their chairs, prior to submitting the proposal or contract packet to Sponsored Programs Administration. Sponsored Programs Administration shall route the proposal or contract packet to the investigator’s dean and all other listed investigators’ respective deans, as well as to the Provost for review and signature.