

## Policies and Procedures

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|---|--------------------|-------------------------------------|
| SECTION:<br>Sponsored Programs Administration | NUMBER:<br>3       |                                     |
| CHAPTER:<br>Sponsored Programs Administration | ISSUED:<br>10/2011 | REVISED:<br>3/2013; 5/2017; 10/2020 |
| POLICY:<br>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 via the online InfoEd submission system prior to submission to the sponsor.** The proposal or contract shall be submitted to the Sponsored Programs Administration office via InfoEd a **minimum of five business days in advance of the funder’s submission deadline.** Approval from the Principal Investigator(s), all key personnel, all chairs, Sponsored Programs Administration, all deans, and the Associate Vice Provost for Research and Scholarship shall be obtained electronically via the InfoEd system.