

TITLE: Proposal Routing

DESCRIPTION

Describes the procedure for routing and submitting a grant proposal packet at Creighton University.

RESPONSIBILITY

Principal Investigators and Sponsored Programs Administration work together to ensure the timely routing and submission of grant proposals.

PROCEDURE/PROCESS

Materials Required for Routing a Grant

Investigators shall submit the completed Proposal Routing Form and a copy of all required grant components (i.e., narrative, budget, budget justification) for routing, along with a copy of the sponsor guidelines. Originals that need university authorized signatures must be included in the routing package. The Principal Investigator, all co-investigators, other participating faculty, and the department chair(s) shall sign the Proposal Routing Form before it is submitted to Sponsored Programs Administration. **Incomplete proposal packets will be returned to the Principal Investigator and will not be routed for review and approval until complete.**

If the proposal includes any deviation from university standards, such as a reduced indirect cost rate, a copy of the sponsor guidelines that specify this reduction or a memo from the Principal Investigator requesting this reduction must be included in the proposal packet. If the proposal contains cost share required by the sponsor, investigators shall attach to the proposal packet a copy of the guidelines specifying the cost share.

Routing Letters of Intent

Investigators who are submitting a letter of intent that includes a request for a specific dollar amount, a preliminary budget, or proposed matching funds (cost share), or that requires an official university signature shall route the letter to Sponsored Programs Administration with a completed Proposal Routing Form. Investigators shall attach the original letter of intent and any other required documents.

Routing a Proposal That Includes Subcontracting Agreements

a. Creighton as the Primary Contractor

If the grant proposal involves a subcontract, investigators shall submit all materials required as specified in Section 3 above (Materials Required for Routing a Grant) with

the completed Proposal Routing Form. In addition, investigators shall include a Subrecipient Intent Form signed by the Creighton Principal Investigator, the subcontracting Principal Investigator, and the authorized institutional official from the subcontracting institution. Investigators shall also include a statement of work for the subcontractor and the detailed budget and associated budget justification from the subcontractor.

b. Creighton as the Subcontractor

If the proposal is for a subaward, investigators shall submit the completed Proposal Routing Form, as well as the part of the proposal narrative describing the work Creighton will perform for the proposed project. A Statement of Intent to Form a Subcontract should be included. A detailed budget of the subaward (Creighton portion) for the proposed project and associated budget justification should be included.

Routing an Externally Sponsored Research Contract (Including Clinical Trial Agreements)

Investigators shall submit to Sponsored Programs Administration a completed Proposal Routing Form. All boxes must be checked, all blanks must be completed or marked N/A, and all Principal Investigator, co-investigator, other participating faculty and chair signatures must be complete. A full copy of the original study protocol/proposal, including any forms, such as assurances or certifications, that need to be signed by a university authorized official shall be included, as well as the original contract or agreement and a completed study budget that includes the current indirect cost rate. If the budget per patient is not clear on the sponsor form, investigators should include for Sponsored Programs Administration a note that specifies the number of patients and how the budget figure was calculated.

Notification of Approvals

Once all of the necessary reviews and signatures are completed and obtained, Sponsored Programs Administration shall call or email the Principal Investigator or Administrator to pick up any signed originals and a copy of the Proposal Routing Form. Sponsored Programs Administration will not mail original signatures through campus mail, due to the risk of loss, so these documents must be picked up at Sponsored Programs Administration. If no original signatures are to be returned to the Principal Investigator, Sponsored Programs Administration will sign and email the final approved documents to the Principal Investigator and Administrator.

Electronic Grant Proposal Submission

Many grant applications are now submitted online. The investigator must check the sponsor's guidelines to determine whether online submission is required for his or her particular application. Sponsored Programs Administration is available to help with this determination. The business hours for Sponsored Programs Administration are Monday – Friday, 8:00 AM – 4:30 PM. All grants shall be reviewed and submitted during business hours.

Multiple investigators on campus often submit proposals on standard proposal deadlines, so Sponsored Programs Administration will be required to submit multiple applications at the same time. Failure to comply with the procedure outlined in this policy could lead to an investigator's proposal not being submitted in a timely fashion.

Sponsored Programs Administration shall not review incomplete submissions. The investigator shall submit the completed Proposal Routing Form, a hard copy of the proposal (including the budget), and the complete electronic package. Sponsored Programs Administration will not begin routing or review until all items are received.

For grants required to be submitted electronically via grants.gov, investigators must submit via email to Sponsored Programs Administration the completed electronic application for submission. In addition, the investigator also must submit a complete hard copy of the proposal, including a detailed budget and budget justification, with a completed Proposal Routing Form **at least five business days in advance of the deadline**. The electronic document must have all required items uploaded to the correct location and all required fields completed. An incomplete application could mean that the grant will be rejected by the online system and not be considered for review by the sponsor.

If an investigator is submitting to a sponsor that requires online submission, but does not use grants.gov, he or she shall contact Sponsored Programs Administration at least 10 business days before the sponsor's submission deadline so that a timeline can be created to allow adequate time for review and routing before the deadline.

Copying and Mailing the Completed Package

Once an investigator has picked up the signed original, he or she shall make all necessary copies and mail the proposal to the sponsor in time to meet the sponsor's deadline. Investigators should review sponsor guidelines carefully to ensure that adequate time for copying and delivering the final proposal package is allowed.

Applicable Regulations, Document(s):

Policy

Additional Documents