

## **Proposal Submission Policy**

### **College of Agriculture and Human Sciences**

Due to the high volume of last minute proposal submissions to the Dean's Office (DO) and subsequently the Sponsored Research Services (SRS), it is necessary for us to adopt a proposal submission deadline policy to ensure timely review and processing by the DO-CAHS/SRS. The Dean's Office requires proposals be submitted for review **fifteen (15) working days** prior to the agency deadline. A completed proposal will be required at the Dean's Office by 9 a.m. **ten (10) working days** prior to the day of the sponsor agency deadline. This provides the proposal administrator adequate time to ensure that the proposal follows funding agency's guidelines, the budget is accurate, incorporated contractual language is acceptable, and time exists for necessary revisions. We cannot guarantee that proposals submitted after the deadline will be approved for on time submission to the funding agency.

The proposal and its corresponding Request for Application (RFA) or Request for Proposal (RFP) must be uploaded on CAHS' website ([www.pvamu.edu/cahsproposals](http://www.pvamu.edu/cahsproposals)) in order for the proposal to meet the 10-day rule. Once the proposal is uploaded, selected reviewers at Prairie View A&M University who will review the proposal and provide comments (if necessary) to the principal investigators, PI(s) will be instantly notified via an email message. The reviewers are selected from the Colleges of Arts and Sciences, Engineering, and Agriculture and Human Sciences. The review process will take up to four (4) days. The PI(s) will receive the revision comments on his/her proposal by email. Once the revisions are incorporated, a hard copy of the proposal should be submitted to the DO along with the corresponding RFA or RFP.

Grants.gov proposals and other e-grant submissions that require SRS uploading should be delivered to the SRS on an external storage device. Proposals should be complete, including all required forms and detailed budget and budget justification. PI(s) must follow the funding agency submission guidelines when compiling the documents.

In addition, when submitting proposals that require electronic submissions through an agency's web-based system, PI(s) should plan ahead to submit their proposals and avoid last minute submission as they might face difficulties in their submission process due to heavy demand on the funding agency's uploading servers. It is strongly recommended that the PI(s) allow an additional working day for processing of electronic proposals at SRS to ensure that sufficient time exists to resolve any unforeseen technical difficulty that may arise. Similarly, it is recommended that complex proposals (e.g., those with contract documents incorporated, involving multiple institutions - a consortium of different universities/institutions or subcontract arrangements, cost sharing from third parties, and/or complicated budgets) be submitted **four (4) working days** before the deadline to offset the extra time needed to review these type of approvals. **It is highly recommended that PI(s) with complex proposals, contact the Sponsored Research Services prior to the 14-day deadline.** If submitting a proposal electronically, PI(s) should check with SRS to confirm the proper PVAMU contact information required by the sponsor through their website. Agency-specific online accounts have been set up for

many of the common funding agencies to ensure a speedy communication between these funding agencies and the Sponsored Research Services.

This policy applies to all proposals submitted to any funding agency including situations where we are not the lead institution but are receiving a sub-award/sub-contract from another lead institution. Regardless of whether a proposal is to be submitted as a hard copy or electronically, all proposals must be submitted to the DO-CAHS/SRS for review prior to submission to the sponsoring agency. Proposals, grants, and contracts that obligate PVAMU may only be submitted using this outlined process. Proposals should be approved by an authorized representative of the Director of Land-Grant Programs. All official signatures must be obtained through SRS. Finally, no proposal will be approved by SRS without all required Departmental and Dean's Office approvals.

In the event of the university closing (due to inclement weather or another emergency), DO-CAHS and SRS will be closed. In this situation, faculty, staff, and research scientists intending to submit a grant which deadline falls on an extended university holiday period should contact the funding agency for an extension to the submission deadline. For other university holidays or closings, PI(s) should treat the last day before the closing or holiday as the submission deadline. In other words, proposals shall be submitted to SRS at **least five working days** before the last working day before the holiday or closing.

Upon completion of all official reviews, it is the responsibility of the PI(s) to ensure the transmission of their proposal to the sponsor on time to meet the established deadlines, with the exception of electronic submissions where SRS actually submit the proposal. For the vast majority of PI(s) who submit their proposals for review early, this will result in little or almost no change in their procedures.

This submission policy is necessary to help us give each proposal ample time for review and give valuable suggestion to strengthen and make it more competitive. We appreciate your cooperation and understanding. If you have any questions about this policy or any other sponsored research policies, please contact DO-CAHS or SRS during our business hours of 8:00 a.m. – 5:00 p.m., Monday – Friday.

### Steps in Submitting Proposals by Principal Investigators

Days of submission	Activities
Day 1	PI submits the proposal through CAHS' website: <a href="http://www.pvamu.edu/cahsproposals">www.pvamu.edu/cahsproposals</a>
Day 5	PI receives the proposal with comments by email with "Proposal Review Comments" noted in the subject line of the message.
Day 7	PI submits hardcopy of the proposal to the Associate Directors/Associate Administrator along with RFA, RFP, etc.
Day 9	PI receives the proposal from Associate Directors'/Associate Administrator's Office
Day 10	PI submits the proposal to SRS
Day 11 – Day 15	SRS reviews hardcopy of the proposal, receives associated external storage device and/or electronic copy, and submits proposal electronically to sponsor agency.

## Why is Proposal Review Necessary?

Review of the proposal by the division's **Associate Director** and the **Dean** should be thorough and not perfunctory. If funds are awarded, the proposal will become a legally binding document, and its provisions will be subject to the funding agency's audit.

### **Review by the Department Chair, Associate Research Director or Associate Extension Administrator**

The Department Chair's, Associate Research Director's or Associate Extension Administrator's review and signature constitute division endorsement of all aspects of the proposal. Either of these administrators determines:

- If the **proposed activity** is within the broad goals and scope of the department or center and academic discipline. (NOTE: This condition is not intended to infringe in any way on the academic freedom of the PI. It is intended to clarify that the proposed activity should contribute to the mission of the department/center and academic discipline and not interfere with the capacity of the department to meet its responsibilities to students.)
- If the college and department can meet any **obligations** that the University may have to assume when the grant ends.
- If the PI(s) and the division have the **ability** to carry out the project successfully.
- If **salary** arrangements for academic or summer support are reasonable and are not inflated by a higher-than-expected percentage.
- If the amount of **personnel effort** that is contributed (cost-shared) by PVAMU is reasonable for the size of the project and if the amount of effort meets divisions guidelines. Personnel effort **cannot add up to more than 100% for all activities—research, teaching, and service.**
- If the **personnel, matching funds, and facilities** for the activity, based upon the budget and budget narrative, are adequate and meet departmental guidelines.
- If there is adequate **space** available for the project.

### **Review by the Dean's Office**

The Dean acts upon recommendations of either of the administrators above regarding use of space and facilities in the unit. The Dean determines:

- If the **proposed activity** meets the goals and is within the scope of the College of Agriculture and Human Sciences. (NOTE: This condition is not intended to infringe in any way on the academic freedom of the PI. It is intended to clarify that the proposed activity should contribute to the mission of the College of Agriculture and Human Sciences and not interfere with the capacity of the College to meet its responsibilities to students.)
- If the **budget, salary, and employment of present or proposed personnel** are appropriate for the College.
- If the College and sub-unit can meet any **obligations** that the University may have to assume when the grant ends.