

**UNIVERSITY OF SOUTH FLORIDA
OFFICE OF RESEARCH
DIVISION OF SPONSORED RESEARCH**

****NEW PROPOSAL SUBMISSION GUIDELINES****

Effective Date: June 1, 2007

The USF Division of Sponsored Research (DSR) is responsible for the review and approval of proposals to agencies for funding research and other academic activities. In order to provide optimal and equitable service to all University of South Florida faculty there is an acknowledged need for implementation of internal deadlines for submission to DSR of all proposals that are to be mailed, hand delivered, or sent electronically.

Proposal Authorization Form “Internal Form”:

Must be submitted at the DSR Proposal Due date, either electronically or hard copy, with all applicable authorizations or signatures.

The **NEW** DSR deadlines are as follows:

PROPOSAL SUBMISSION DEADLINES EFFECTIVE 06/01/2007

PROPOSAL TYPE	PI/DEPARTMENT NOTIFIES DSR OF INTENT TO SUBMIT PROPOSAL (Minimum Number of Business Days before Deadline Date)	PROPOSAL DUE AT DSR (Minimum Number of Days from Submission Deadline Date)
Electronic	5	5
Hardcopy (Paper)	3	3
Cost Share	30	3 (paper) or 5 (electronic)
Large Complex	45	3 (paper) or 5 (electronic)
Limited Submission	60	3 (paper) or 5 (electronic)

NOTE: DSR CANNOT GUARANTEE SUBMISSION OF PROPOSALS IF THESE DEADLINES ARE NOT MET.

Electronic Proposals:

Electronic proposals, such as those submitted through Grants.gov and FASTLANE, must be received in DSR in final form no later than **five business days prior to the proposal mailing/electronic submission deadline**. This deadline allows for a two-day review period by DSR and three days for the proposal to wind its way through Cyberspace. At a minimum, this lead-time will enable the DSR staff to:

- **Allow time for the electronic verification and validation process by the funding agency, which can take as long as 72 hours.**
- Provide support/troubleshooting for electronic submission processes, including logins and access, as well as verification requirements.
- Assure that the proposal meets all sponsor requirements as described in the sponsor-specific guidelines provided, for example, formatting (font size and margin width, page limitations, etc.).
- Provide support/troubleshooting for electronic submission processes, including logins and access, as well as verification requirements.
- Assure that the budget is adequate and accurate.
- Work directly with subcontractors to get the required budget, statement of work, and institutional signatures.
- Review narratives to assure that no unintentional cost-sharing commitments are made.
- Review for any regulatory compliance requirements identified on the DSR internal form.
- Resolve any compliance issues identified in the proposal preparation process.
- Facilitate obtaining an institutional level letter of support for the proposal when requested/required.

Hard Copy (Paper) Proposals:

Paper or hard copies of proposals must be received in DSR **three business days prior to the agency written submission deadline**. At a minimum, this lead-time time enables the DSR staff to:

- Assure that the proposal meets all sponsor requirements as described in the sponsor-specific guidelines provided, for example, formatting (font size and margin width, page limitations, etc.).
- Assure that the budget is adequate and accurate
- Review narratives to assure that only intentional cost-sharing commitments are made.
- Review for any regulatory compliance requirements not already identified on the DSR internal form.
- Resolve any compliance issues identified in the proposal preparation process.
- Facilitate obtaining an institutional level letter of support for the proposal when requested/required.
- **Make copies and send via courier, when applicable.**

To accommodate those Principal Investigators (PIs) who wish to work on the technical portion of their proposal until the last minute, PIs may submit a draft version of the technical portion of the proposal to meet the 3-business-days rule. A final version of the technical portion of the proposal will not be due until the day of the deadline, unless substantive changes are identified. The rest of the proposal, detailed budget, budget justification, abstract, proposal transmittal form, and agency forms must meet the three-business-days rule. This will provide adequate time for DSR review and for the PI to continue to work on the scientific piece.

Proposals with Cost Sharing:

COST SHARING SHOULD NOT BE INCLUDED IN A PROPOSED BUDGET UNLESS THE SPONSOR REQUIRES IT.

When cost sharing is required, the Principal Investigators should contact DSR at least **one month prior to submission to the funding agency**. This lead-time will enable the PI and DSR staff to:

1. Identify and document sources of cost share.
2. Obtain clarification from the agency regarding the types of allowable cost share, e.g., unrecovered indirect costs.

The proposal in its final form should be submitted to DSR **no later than five business days prior to the date when the proposal must be mailed or submitted electronically**. **Proposals that are received after the five-business-days rule and in which cost-sharing sources of commitment are not identified may not be submitted to the agency.**

Large, Interdisciplinary, or Otherwise Complex Proposals (RFPs, RFAs):

The Principal Investigator should contact their Sponsored Research Administrator (to identify, see DSR website) **no fewer than forty-five (45) business days** prior to the agency submission deadline. This will enable the PI and DSR staff, as applicable, to:

1. Participate in meetings with lead PI(s), the college/department/center contact, and other appropriate individuals, as needed, to facilitate the proposal process.
2. Assist with establishing a timeline for the proposal preparation and submission process.
3. Clarify proposal preparation guidelines for the PI and academic unit staff, and contact sponsors for clarification, if needed.
4. Prepare institutional representations and certifications.
5. Review and sign agency assurances.
6. Assist in preparation of separate business proposal, when applicable.
7. Develop a small business development plan, when applicable.
8. Help identify unusual intellectual property or compliance issues and direct such to the appropriate staff for resolution.

DSR cannot guarantee these services will be available, if contacted after the 45-day notification deadline. In those rare instances when “Request for Proposals” (RFPs) are issued or modified by a funding agency less than 45 days before the sponsor’s deadline, DSR will modify its guidelines to accommodate those preparing proposals in response to those specific opportunities.

Limited Submission Proposals:

- Many funding agencies place limits on the number of letters of intent, proposals, or applications that any one university may submit in response to an announcement, creating the need for an internal review process.
- In order to prevent potential disqualification of submissions by the University, guidelines for an internal review process have been established. For further information regarding this process and its requirements, please visit our website at: www.research.usf.edu/limited_submissions/guidelines.asp.
- Internal “letters of intent” and pre-proposals must be submitted **sixty days** prior to the agency deadline in order to allow Research Council to select reviewers; discuss the pre-proposals; and to provide their recommendations to Research Council and the Vice President for Research as to which proposals are eligible to go forward on behalf of the University.
- Completed internal “letters of intent” and pre-proposals that are received **after the internal deadline** of **sixty days** will be considered only if NO other pre-proposals have been received. Research Council will review all pre-proposals received up to **five days prior** to the agency deadline for consideration of submission. If pre-proposals are received **less than five days prior to the agency deadline**, they will be processed on a “first received” basis.
- **Limited submission proposals must also adhere to the proposal submission guidelines for either paper or electronic submissions, as appropriate.**

REMINDER

The *Proposal Authorization Form (Internal Form)* must be submitted to DSR no later than the proposal due date, either electronic submission or hard copy, with all applicable authorizations and/or signatures.