

## PROPOSAL DEVELOPMENT AND PRE-AWARD PROCEDURES

There are two identifiable stages for the administration of externally-funded research and sponsored programs--pre-award (proposal preparation, institutional approval, and proposal submission) and post-award (negotiations, accounting, reporting). Pre-award activities are the responsibility of the principal investigator (PI) (faculty/staff member) and FRASP staff. Post-award management is a shared responsibility of the PI, the Business Office, and FRASP.

### Proposal Development

In the pre-award stage of the grant process, the researcher develops a proposal to submit to potential funding agencies. FRASP staff can help with the identification of potential funding sources; proposal preparation, review, submission; human-participants and/or animal-welfare review; budget preparation and verification; and institutional approval and sign-off. Very early on in the process, you must complete the *Intent to Submit an External Proposal* form (see Appendix E) and submit it to your Department Chairperson and Dean for their approval.

The outline that follows is a guide for proposal writers. The steps outlined are in sequential order and take a writer from the initiation of the project/idea to a completed proposal.

1. Compose and refine your project idea. Discuss the project with your department chairperson and dean to determine suitability and availability of facilities needed.
2. Discuss your proposal idea with the FRASP staff, and begin a search for possible funding sources if you do not have a source in mind.
3. After a funding source is identified, obtain the appropriate guidelines, application forms, and other required data from the FRASP office or through on-line or other services.
4. Establish a time line, keeping in mind the deadline for receipt of your proposal at the sponsoring agency and the processing time within the college. Plan your work to accommodate the time necessary to complete the total proposal process. Please keep in mind that if your project uses humans or animals as research participants, you will need to include time for institutional-committee review
5. Write a draft of the proposal, carefully following the guidelines of the funding agency. Have a colleague review and comment. See Appendix B for a sample proposal format.
6. Meet with FRASP staff to begin working on a budget for the proposal.
7. Submit a draft of the proposal and budget to FRASP for review.
8. After consulting with FRASP staff, prepare a final copy of the proposal. A transmittal form (see Appendix E) used to obtain administrative approval will be initiated at this time.
9. Your proposal is now ready for administrative approval and sign-off.

## **Institutional Approval**

Sign-off is the process by which all aspects of the proposal will be reviewed and approved by the designated Berry College administrators. All proposals require review and sign-off, even in those few instances where the sponsoring agencies may not require it. The sequence of approval and sign-off is as follows:

1. Principal Investigator(s) - if more than one PI, all should sign.
2. Department Chairperson(s) - if faculty from more than one department is involved, each chair should review and sign.
3. Dean(s) - if more than one school is involved in the proposal, each dean must be given the opportunity to review the proposal and approve/disapprove the activity.
4. Associate Provost and Dean of Academic Services
5. Provost
6. Vice President for Finance
7. President

*Note: The PI is responsible for obtaining the signatures from the department chairperson(s) and dean(s). FRASP will then arrange for the balance of the administrative review and approval. All signatures must be obtained before a proposal can leave Berry College. Failure to obtain review and approval may result in Berry College's refusal to accept the award.*

Occasionally, based on the activity and the requirements of the funding agency, other departments and units of the institution may be asked to review and sign as well. When signed/approved by all of the above, the proposal returns to the FRASP office for final processing, copying, and mailing to the indicated agency. Additional copies will be made and distributed to the PI(s) and appropriate administrative offices.

Should the proposal not be approved for any reason during the sign-off process, the administrator declining to sign the transmittal form will inform the FRASP director. The director will contact the proposal writer(s) and attempt to resolve the problem. If necessary, the proposal will be pulled and the PI(s) will be asked to reconsider the project.

## **Deadlines**

The majority of funding agencies have published deadlines. Be sure to check the deadline information carefully. A missed deadline is a missed opportunity. Please keep in mind the following Berry College timelines:

Budget, final review (proofreading, editing, etc) 14 days

IRB review: Exempt, two to three days; Expedited, five days; Full, two to four weeks (must be submitted two weeks prior to meeting date)

IACUC review: two to four weeks (must be submitted two weeks prior to meeting date)

Approval and sign-off: five to seven days

NSF Fastlane/other electronic submissions: add an extra two to three days