

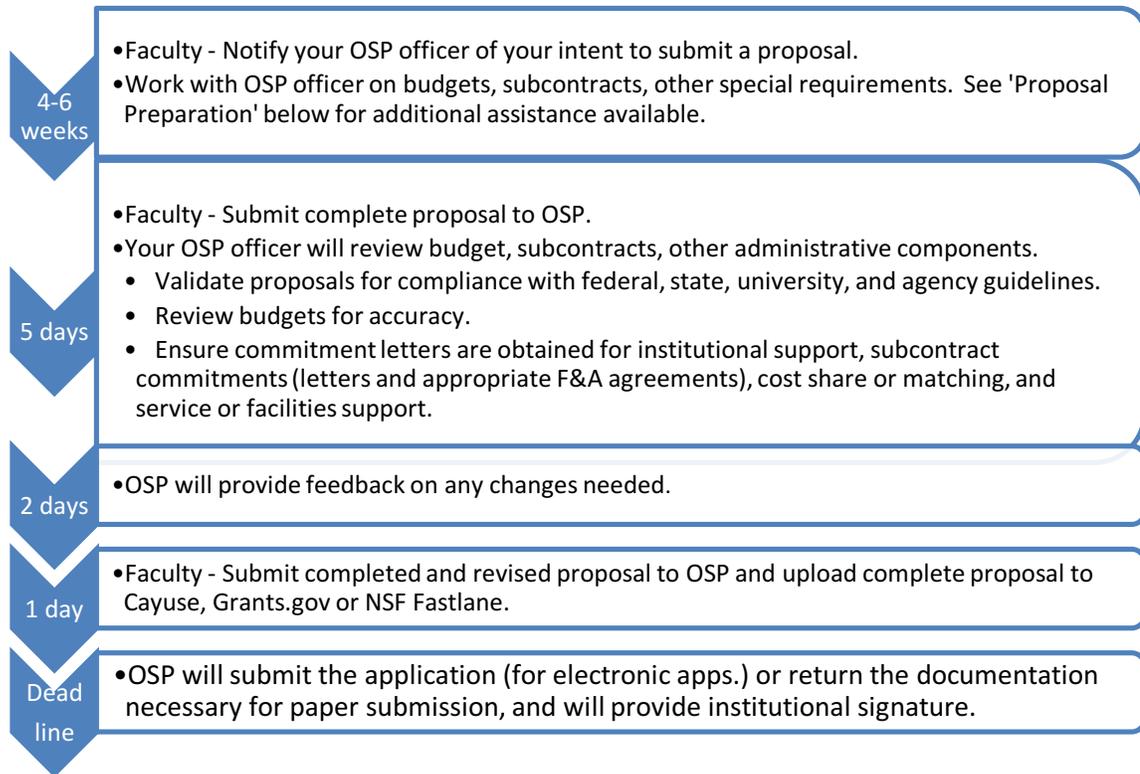
## OSP SUPPORT LEVELS AGREEMENT

The Office of Sponsored Projects helps faculty prepare and submit competitive grant proposals through two major service areas: Proposal Review and Proposal Preparation.

**Proposal Review & Submission** – Available services are contingent on when a “Final Application”\* is submitted to OSP by faculty. OSP’s ideal practice entails a substantive review for each application. Please allow OSP to assist you by communicating early and frequently during the submission process.

With at least 5 business days before the deadline = Standard Review. Faculty should notify their OSP Sponsored Project Officer that they intend to submit an application as soon as they have decided to prepare an application (often several weeks in advance of the deadline). Please provide OSP with a “Complete Proposal” as early as possible but at least 5 business days prior to a sponsor deadline. OSP will perform a full review of the budget and general administrative components. It is not generally possible for OSP to review multiple iterations of a proposal. Under most circumstances, OSP will provide feedback at least 2 business days prior to the deadline unless otherwise communicated. Faculty should then provide a “Final Application” to OSP no later than one full business day before the deadline and OSP will submit the application with enough time to ensure successful receipt by the sponsor. OSP review includes:

- Compliance validation with federal, state, University, and agency guidelines;
- Budgetary compliance and correctness analysis;
- Administrative component evaluation;
- Facilitation of required commitment letters for subcontract commitments (letters and appropriate F&A agreements), cost share or matching, and service or facilities support;
- Collecting Institutional signatures;
- Application submission (for electronic apps.) or return of documentation necessary for paper submission.



**Late Submission Policy-** OSP will attempt to submit every proposal, even those received by OSP after the 5 business day milestone. However, OSP may not be able to provide a substantive, or potentially any, review of the application. Consequently, when faculty have not provided adequate lead time to OSP to allow a complete review of the final application, faculty assume sole responsibility for delayed or failed submissions, or awards that are not acceptable to the University.

Proposals received between 3-4 business days before the deadline = Exigent. An exigent review will consist of a budget overview and evaluation of major compliance matters. OSP will attempt to provide feedback at least 1 business day prior to the deadline. Faculty should then provide a Final Application to OSP no later than 12 hours before the deadline. This approach is not recommended.

Proposals received with less than 3 business days = No Review. OSP will attempt to submit the proposal as received, but no review or correction of the application materials is likely possible. OSP will not be expected to provide significant feedback prior to the deadline. This approach should be for very exceptional circumstances.

\*A “Complete Application” consists of a final and approved eProposal, a final budget, with all other application components in close to final form.

A “Final Application” consists of all application components in final form and ready in all other ways to submit.

**Proposal Preparation** — Upon faculty request, OSP can provide application preparation support for investigators who may not have access to these services either in their administrative units or through research center. Such support is subject to personnel availability.

>4-6 weeks = OSP can help you prepare your application.

Sponsored Project Officers can assist:

- Analyze the solicitation, complete the representations and certifications, and gather institutional resources necessary for the proposal (i.e. educational outreach plans, data management plans, technology access plans, etc.)
- Budget preparation
- Ensure commitment letters are obtained for required matching funds, services or support
- Confirm the subcontract commitments (letters and appropriate F&A agreements)
- Facilitate the review of any exceptional grant/contract terms/requirements and develop exception letters
- Prepare the agency application forms
- Assemble the proposal and review the text for narrative consistency
- Facilitate editorial review through the writing center as requested and available
- Facilitate pre-submission peer or consultant review of the technical aspects of the proposal (provided the application is otherwise complete 3 weeks prior to the due date)
- Implement the review and signature process
- Submit the application (for electronic apps.) or provide the documentation necessary for paper submission
- Provide assistance with on-line registration and electronic proposal submissions

>15 days = Facilitate. In addition to the Standard Review support services, OSP can review the budget, clarify the sponsor's proposal guidelines (including working with sponsor representatives), and at the discretion of the PI may suggest edits to non-technical aspects of the final proposal. OSP will also facilitate editorial review through the writing center, peers, or mock reviewers as requested and available.