CSUDH | OFFICE OF SPONSORED RESEARCH & PROGRAMS

Proposal Submission Timeline Policy

Revised: March 2024

AUTHORITY TO SUBMIT

Proposals for externally sponsored projects (e.g., grants or contracts) must be submitted by California State University, Dominguez Hills' (CSUDH) Office of Sponsored Research and Programs (OSRP) on behalf of the University and an eligible Principal Investigator (PI). Generally, any proposal *not* submitted by OSRP will lack necessary institutional approvals and therefore cannot form the basis for an award, should a proposal be successful.

BACKGROUND

Effective September 28, 2023, the Chancellor's Office issued Executive Order 890 on Sponsored Programs Administration. This policy applies to all sponsored programs applied for, awarded to, and/or administered by any campus of the California State University (CSU) system, the office of the Chancellor, or any CSU Auxiliary. This policy is to be followed by each of the 23 CSU campuses and any auxiliary administering sponsored programs. Section II.A of this policy explicitly requires pre-award review and approval of proposal submissions.

POLICY

It is the policy of CSUDH that submissions to external sponsors *cannot* be made without review and *prior* approval by appropriate administrators and units within the campus (i.e., President's University designee) in compliance with the Sponsored Programs Administration policy. For this reason, the university has implemented the Proposal Submission Timeline Policy for extramural grants and contracts.

TIMELINE

Some components of the proposal **must** be received by OSRP *no later than two (2) weeks* (i.e., 14 calendar days) prior to the sponsor deadline. In order for a proposal to be considered "on time," the following documents are required to begin internal routing and approvals:

- A final budget
- A final budget justification
- A draft of the proposal narrative
- Complete Cayuse SP proposal record

Proposals that route outside of this two-week timeline risk not being submitted to the sponsor. OSRP staff will make all reasonable efforts to submit every proposal that is brought to them; however, an error-free, on-time submission cannot be guaranteed for proposals that do not meet the deadlines listed below. Proposals that follow this timeline policy will be prioritized by OSRP staff, even if a late proposal has an earlier deadline.

There are various internal deadlines in the proposal development process, as described below.

Timeline	Processes
1. As soon as a decision is made to pursue a grant or contract opportunity, but **no later than four (4) weeks** prior to the deadline. **NOTE:** If a proposal or contract requires a **signature by the President or Provost,** or if it involves **cost-sharing, subcontracts, or other additional requirements, <u>the timeline is different</u>.** Please see "Important Special Requirements" below.	**a.** PI contacts OSRP about a Request for Proposals (RFP), contract agreement, or invitation to submit a proposal. **b.** Within **two (2) business days** of PI's notice, OSRP Pre-Award creates a Cayuse SP record with PI name, sponsor name, funding opportunity/grant program name, and submission deadline. **c.** Within **three (3) business days** of PI's notice, OSRP reviews the relevant guidelines, prepares a checklist of all required documents and other supporting information, and identifies internal deadlines.
2. **Three (3) weeks** prior to sponsor deadline	**a.** OSRP and PI prepare initial draft Budget and Budget Justification. **b.** PI completes required CITI Conflict of Interest training.
3. **Two (2) weeks** prior to sponsor deadline	**a.** PI submits to OSRP a draft Proposal Narrative. **b.** PI and OSRP finalize the Budget and Budget Justification. **c.** PI and OSRP finalize Cayuse SP record. **d.** OSRP initiates Cayuse SP approval routing.
4. **Three (3) business days** prior to sponsor deadline	**a.** PI submits **all** required proposal documents to OSRP. For example: Proposal Narrative, Biographical Sketches, Facilities and Other Resources, Data Management Plan, Support Letters, etc. **b.** Any residual issues identified by OSRP are resolved by PI and OSRP. **c.** Internal approval routing via Cayuse SP is complete.

Timeline	Processes
5. **Two (2) business days** prior to sponsor deadline	**a.** OSRP completes and uploads all required documents and supporting information to the sponsor's application portal. **b.** OSRP conducts final review of the complete Application Package and shares with PI.
6. **One (1) full business day** prior to sponsor deadline	**OSRP submits complete and validated Application Package.** NOTE : For hardcopy submission, an additional day is required. For example, if the deadline provided by the agency is July 1 receipt date, the proposal must be express mailed by OSRP no later than June 29 at 1:00 pm, for receipt by sponsor on June 30.

IMPORTANT SPECIAL REQUIREMENTS

Proposals or contracts that require signatures, letters of support, or other official endorsements from the President or Provost need additional time to process. Similarly, some proposals include or require special items that need additional time for institutional review and approvals. PIs should allow approximately five (5) business days to obtain each of these elements. **Please be mindful of this extra time requirement as some of the items below are required prior to routing.**

- President's signature, endorsement, or letter of support

- Provost's signature, endorsement, or letter of support

- Cost-sharing/matching funds

- Institutional data (e.g., historical enrollment data, financial statements, etc.)

- Need for instrumentation or infrastructure improvements, additions, or upgrades

- Need for additional space

- Subawards or subcontract(s)

- Signed Memoranda of Understanding, Non-Disclosure Agreements, etc.