

OFFICE OF RESEARCH & SPONSORED PROGRAMS PROPOSAL SUBMISSION PROCEDURE

I. PURPOSE

This Office of Research & Sponsored Programs (ORSP) procedure concerning proposal submission is designed to enhance the collaborative and value-added process between FGCU units engaged in sponsored projects and ORSP. This procedure supersedes relevant portions of the previous ORSP guidance on proposal submissions, formerly in the handbook on the ORSP website.

Proposal submission processes continue to change on a yearly basis, and it is important that FGCU remains at the forefront of these changes. Electronic proposal submission systems have been a reality for nearly 25 years. While U.S. Government systems (e.g., Grants.gov, NSF Fastlane, etc.) largely operate with minimal issues, more recently there has been a proliferation of individual foundation proposal submission systems. Given FGCU's large foundation sponsored project portfolio, special attention needs to be given to these systems during proposal development and timing.

II. BACKGROUND

Despite the widespread use of electronic systems now, these systems are not 100% dependable all the time. Thus, FGCU faculty and staff must be attentive to this fact and plan proposal submissions in accordance with the internal deadlines set out in this procedure.

III. PROCEDURES

A. Internal Proposal Deadlines

For FGCU to meet sponsor requirements and provide added value to each proposal, the following standard internal deadlines have been established for electronic and paper submissions (these lead times do not include time required by the relevant unit(s) for their review/approval):

1. Three (3) business days (days when FGCU business operations are open) prior to submission deadline: The final complete budget, additional administrative materials, and draft narrative are due to ORSP.
2. Ten (10) business days are required for subrecipient documentation when FGCU is the prime for the proposal.
3. Two (2) business days prior to submission deadline: The final complete proposal is due to ORSP, including the final proposal narrative. Final changes between the two deadlines are limited to tweaking of the narrative that has no impact upon the budget and other administrative documents.

4. Exceptions. These internal deadlines come with some important qualifiers, depending on the proposal and solicitation requirements, as follows:
 - a) Proposals to non-U.S. sponsors or entities often have documents that require institutional signature. Some sponsors, for example, may require the signature of the President. In such circumstances, additional time must be built into the routing process and include additional time for export control review.
 - b) Proposals that require use of additional space; anticipate facility renovation, rehabilitation, or construction; require the use of high hazard materials, or create an unusual hazard; or require utility or infrastructure improvements require additional notice. Notice of the proposal should be given to ORSP at the earliest time possible, but at least 30 days prior to the proposal deadline, notice must be given to the FGCU Facilities Office (who shall name their point of contact) and the University Architect, and in the case of high hazard materials or the creation of an unusual hazard, to Environmental Health & Safety (EHS). This deadline is in addition to the standard internal deadlines, and ORSP requires documentation evidencing approval by these additional University offices prior to submission to the sponsor.
 - c) Multidisciplinary proposals, by their very nature, pose special challenges because multiple individuals or entities within or outside FGCU may be involved. Given these additional challenges, faculty and staff must allow additional time for proposal development and routing. If entities outside FGCU are subcontractors on an FGCU proposal, ORSP needs the Scope of Work (SOW), budget/budget justification, and institutional letter of approval from that subcontractor *prior* to including them on the FGCU proposal.

B. ORSP Support Services

1. ORSP will make all reasonable efforts to assist faculty submitting proposals for external funding if faculty and units cannot meet these deadlines. However, ORSP does not guarantee that proposals undertaken without consideration of these deadlines will be submitted in a timely manner. Again, communication between the faculty member(s) and research units developing proposals and ORSP is critical to the success of the submission process. Proposals will be prioritized for processing in the order that they are received by ORSP staff. *Thus, proposals submitted late will not affect the review and submission of proposals submitted timely.*
2. ORSP reserves the right, at the discretion of the Associate Vice President for Research, not to submit a proposal if there is insufficient lead time to prepare a complete and competitive proposal package compliant with the sponsor's guidelines. FGCU reserves the right to withdraw a proposal after submission if it is found to be not compliant with FGCU, sponsor, or other applicable policies. Proposals that miss deadlines due to failure to meet internal deadlines will not be funded internally.
3. ORSP staff and unit research administrators provide value-added service in preparing proposals as well as meeting administrative requirements for proposals for submission. Thus, attention to detail and getting it right the first time (whether for the

technical narrative or administrative components) are critical components for successful proposals.

C. General Guidance

1. Proposal assistance is provided during normal business hours. A request for proposal submission needs to be submitted and is located at [Proposal Submission Form](#). ORSP office hours follow FGCU business hours of operation – Monday through Friday, 8 a.m.-5 p.m. There are no set or staggered office hours in the evening, on the weekend, or during FGCU holiday closures, including Thanksgiving and Winter breaks, to provide proposal assistance outside of normal business hours.
2. Funding sponsors may have proposal deadlines that are in the evening, on weekends, or on holidays. These situations provide special challenges given the operating hours of ORSP. With such unusual deadlines, faculty and staff should plan to submit their proposals during normal ORSP hours. ORSP cannot guarantee submission of a grant that is due outside normal office hours.
3. Proposals *must* be fully completed, routed, and approved before submission. Awards received before proposals are submitted and approved through ORSP may result in the award establishment being delayed.
4. If proposal materials are not received within the above deadlines, the PI should communicate with ORSP, their department chair/dean/supervisor and the Associate Vice President for Research. If there are extenuating circumstances, the case may be evaluated by the Dean/Chair/Supervisor and a request may be made for an exception to the deadlines. This is best done well in advance of the stated deadlines. In this case, there is no guarantee that the proposal will be submitted.

This procedure is effective November 8, 2022.