DIVISION OF RESEARCH AND SPONSORED PROGRAMS
Office of Sponsored Programs

Proposal Submission Policy

The number of proposals submitted from Tuskegee University continues to grow steadily from year to year with an increase in the complexity of submissions. Taking into consideration the fact that staffing in the Office of Sponsored Programs has decreased, the workload has increased, and additional time is required to review proposals, properly. In order to ensure that all proposals are submitted in the best quality possible and more time is given to the staff to review, the guidelines below have been set and are effective immediately.

Proposal Submission Guidelines:

1. **Twenty-one business days** prior to the submission deadline, the Office of Sponsored Programs must be notified by the PI, of the **INTENT** to submit a proposal. The required documents to be submitted at that time are, the Internal Routing Form (complete and signed by the PI, all university Co-PI's, and the Chair), abstract, tentative budget, budget justification, and the solicitation. These documents are required for federal and state submissions, subcontracts, white paper submissions, desk submissions, etc. Proposals uploaded to the appropriate system **WILL NOT** be reviewed until **ALL** required documents are received.

2. **Fourteen business days** prior to the submission deadline, the Office of Sponsored Programs must have all required documents uploaded to the required electronic system such as (Research.gov, Fastlane, eRA Commons/Assist, and Grants.gov) for final review. **(This will also include white paper submissions, subcontracts, desk submissions, etc.) DO NOT** upload completed proposals more than **thirty days** prior to the deadline.

3. **ALL** proposals **WILL** be submitted by **close of business at 4:30 pm** including proposals that are due by **11:59 pm** on the day of submission.

4. If cost-share is required, it must be recorded on the internal routing form with the appropriate source/colleague number. **ALL COST SHARES MUST BE APPROVED**