Appendix D
External Grant Proposal Review Cycle Policy

External Grant Proposal Review and Submission Policy

Office of Sponsored Projects and Research Administration (OSPRA) & the Controller's Office

The Office of Sponsored Projects and Research Administration (OSPRA) and the Controller's Office are available to provide expertise and assistance to prepare competitive proposals for faculty and staff. The administrative review cycle is a critical portion of the submission process. The following parameters have been put into place to ensure that quality proposals are submitted.

All individuals who are planning to apply for an external grant of **any size** are required to notify the Office of Sponsored Projects and Research Administration (OSPRA) a **minimum of 15 business days prior to the submission date**. It is preferred that OSPRA is notified as soon as a decision is made to pursue a grant opportunity so that the office can provide guidance. Pre-Notice form is attached and also available at www.usi.edu/ospra.

Final draft version of the proposal and final budget (in the funding agency form/format) must be submitted **8 business days** before the submission date for proper review and vetting by OSPRA and the Controller's Office. Any proposal that does not meet the eight business day deadline will require the PI to submit a petition to the Provost to begin the review cycle. Exceptions will be rare and require that the proposal have very minor or no revisions, and meet all University, State, and Federal compliance regulations. OSPRA will determine if an expedited review and submission is possible.

It is expected that the 'final draft version' of the narrative has been thoroughly read and edited before it is submitted for the review cycle. Grant proposals (narratives and budgets) that have significant typos, misspellings, missing information, or clearly do not meet the guidelines of the grant application will be returned to the PI for revisions before it will be entered into the review cycle. **The OSPRA staff is here to help faculty and staff with proposal development including budgets, and is more than willing to review and provide feedback on early drafts of the narrative and budget if provided in advance of the eight day grant proposal review cycle period.**

Note: Once the review cycle begins, the PI may make minor revisions (formatting, minor rewording, etc.) to the proposal narrative, but should not make any significant changes to the project plan that would affect the budget once the proposal is forwarded to the Controller's Office (day 4 of the review cycle).

Eight Day External Grant Proposal Review Cycle Calendar

Day 1 & 2	Review of narrative and budget by OSPRA. Suggestions revisions to be returned to PI by end of day 2.
Day 3	Revisions by PI to be made. PI is to return revised narrative and/or budget to OSPRA.
Day 4	2nd review by OSPRA. If proposal is acceptable it will be then forwarded to Controller's Office.
Day 5 & 6	Review of narrative and budget by Controller's Office. Suggestions revisions to be returned to OSPRA.
Day 7	Controller's Office revisions to be made by PI and OSPRA
Day 8	Provost approval of grant proposal Submission of grant proposal