

# PROPOSAL REVIEW

Due to the complexity of some proposals, sponsor deadlines, and the possibility of collaborating institutions' and/or subcontracts' internal deadlines, it is extremely important to contact Pre-Award as soon as you know you will be submitting a proposal. A good rule of thumb is to allow at least two weeks to process a proposal and longer for those with subcontracts and/or cost share.

Pre-Award staff process proposals as expeditiously as possible, generally prioritizing by due date in the order they are received. Often there are several proposals to be submitted for a particular deadline, which makes it especially important to provide materials well in advance.

Authorization to approve proposals on behalf of the University has been delegated to select staff within Pre-Award. These authorized representatives are responsible for reviewing for compliance with Federal, State, and University regulations, and providing the official approval of all proposals submitted. All proposals must have a review and approval by an authorized signatory prior to submission to a sponsor.