

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. Per our Service Level Agreement, you should contact Pre-Award at least 3 weeks in advance of the deadline. However, if it is a more complex proposal, it would be appropriate to contact Pre-Award sooner.

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.