OFFICE OF SPONSORED PROJECTS
Guidance for Complex Proposal Submissions

PURPOSE

OSP is committed to timely and successful submissions of each and every application. In order to ensure a safe arrival of a proposal in the sponsor system, OSP has developed this set of guidelines for proposals that are more complex than a single investigator R01 or basic NSF proposal. A proposal that has one or more of the attributes listed but not limited to the list below may be considered a complex submission:

- Total cost value of $10 million+
- NIH Program Project/Center Grant (P Series) (U Series)
- Sponsor Program Project/Center Grant
    - Proposals that contain Cores,Projects and or Pilots. Proposals that are Multi-institutional and or Multi- or interdisciplinary Program Project/Center Grant
- More than 5 subawards to collaborating institutions, particularly when collaborators are based outside of the US
- Alteration of facilities; Additional space (square footage); Fabricated Equipment, Extensive Use of off-site laboratories or instrumentation

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GUIDANCE

Planning & Organization:
- Points of Contact:
    - In some cases, the team in ORSD may provide support for a complex proposal submission. The Department Administrator and PI should coordinate all efforts with this team to ensure a timely and accurate submission.
    - A Lead Administrative point of contact should be designated who can liaise with the PI, OSP and other stakeholders for the administrative pieces of the proposal. The Administrative point of contact should be someone who can resolve and finalize the budget and administrative components (e.g., cost-sharing, letters of collaboration) and who has insight into the post-award management of the potential award.   This individual must be available continuously throughout the proposal review and submission steps - by phone, zoom or in person. Ideally, a secondary back-up will be assigned for cross-coverage.
    - The PI is responsible for the oversight and management of the submission and the technical aspects of the proposal including recruitment of collaborating institutions.
- Large and complex proposals benefit from extensive pre-planning and management, OSP is available to attend planning meetings in advance of the deadline. OSP can provide critical information and guidance to ensure the proposal adheres to Sponsor guidelines. We recommend that planning sessions begin as early as six (6) months in advance of submission.
- The University has a 5/3 day requirement for proposal submission. The completed proposal is due to OSP or BMRA five (5) business days before the sponsor deadline and the PI can take an additional three (3) days to finalize the scientific and/or programmatic components of the application. Deadlines may be adjusted to accommodate University Holidays and the extended Winter Break session.
- Due to the complexity of these types of proposals, the following details should be finalized and approved before OSP's review and well in advance of the Sponsor deadline:
    - Comprehensive review of the FOA and initial identification of collaborating partners
    - Understanding of the Sponsor system, Coeus and submission process
    - Proposal Budget - including the F&A rate to be used, this should not change once it is fixed. If a waiver of 'standard' F&A is required, it must be approved by the VP of Research
    - Cost-Share, source of funding for proposed cost-share
    - Committed space, facilities, and use of other University resources to be identified as Institutional Support
    - List of Senior/Key Personnel, Collaborators and other Significant Contributors

- Collection of appropriate forms and documents associated with Senior/Key Personnel, for example FCOI certifications, Biosketches, Current & Pending, and Collaborators and Other Affiliations.

AVAILIBILTY

- The lead PI and lead staff members must be readily available on the days leading up to and the actual date of the proposal submission. This will ensure that "Errors" or "Warnings" encountered leading up to the proposal submission can be appropriately addressed.
- In the event there are child proposals to other Departments, it is important to coordinate with points-of-contact in each of those Departments to ensure that someone in that Unit is available to assist with proposal issues on the deadline day.

OTHER CONSIDERATIONS

- If proposal guidelines indicate that submission of the proposal will commit the University to specific award terms and conditions, please work with your OSP Pre-Award contact to review in advance of submission.
- If proposal guidelines indicate that there are other requirements that may require OSP/OVPR research policy review (e.g. publication approval, citizenship restrictions), please work with your OSP Pre-Award contact to review in advance.
- Departments may choose to establish their own internal deadline for a large submission.

ROLES & RESPONSIBILITIES

Principal Investigator	Department Grant & Contract Administrator	Office of Sponsored Projects
- Seeking out the Funding - Review of the FOA - Assembling the project team including subcontractors and consultants - Communication with Department Administrator(s) - Preparation of technical proposal, signature as required on Agency forms - Preparation of the budget - Reviewing applicable corrections from OSP to finalize the proposal - Ensuring availability on the deadline date and days leading up to.	- Review of the FOA - Communicating and coordinating internal deadlines to the PI and other stakeholders. - Collecting Subaward documents - Collecting internal University approvals - Building the Coeus record - Building the record in the Sponsor system, if applicable. - Assembling proposal materials into Coeus - Budget development and revisions with the PI - Working with OSP to make applicable corrections from OSP to finalize the proposal. - Ensuring availability on the deadline date and days leading up to.	- Review of the FOA - Review of prepared materials for proposal submission in Coeus and the Sponsor system. - Checking proposal for compliance with Sponsor FOA (DMP, PDMP, PSI Off Campus/ Offsite, IRB, IACUC, Foreign Components) - Checking proposal for compliance with University policies and practices. - Preparation of Correction Memo for Department and PI - Validating and doing the final check of proposal. - Submitting the proposal