

## 1.0 Policy Statement

All final proposals and supporting documents and attachments must be received by the Division of Research and Federal Relations through the Unit of Sponsored Programs (USP) to the external funding agency. The USP is the authorized campus unit for the coordination and submission of proposals to potential sponsors for external funding support on behalf of the University.

### Purpose of Policy

The purpose of this policy is to notify University administrators, faculty and staff that the Unit of Sponsored Programs is the authorized campus unit for the coordination and submission of proposals to potential sponsors for external funding support on behalf of the University.

### Definitions

No statement for this effect

## 4.0 Additional Information

- 4.1 It is the responsibility of the Division of Research and Federal Relations to ensure the accuracy of all submissions, ensuring that the proposal conforms to sponsor policies and procedures. As the majority of proposal submissions are electronic, USP must have sufficient time to create electronic versions of all proposals. USP will also ensure that all necessary internal approvals have been obtained prior to submission. Additionally, USP will review proposals for compliance with University, State and Federal policies and regulations.
- 4.2 USP personnel will assist in the development of the proposal budget and prepare the required documentary certifications and representations. USP will also ensure that all necessary internal approvals have been obtained prior to submission. Additionally, USP will review proposals for compliance with University, State and Federal policies and regulations.
- 4.3 Proposals must be submitted to the Division of Research and Federal Relations in accordance with the Submissions policy.
- 4.4 The University has the legal responsibility for ensuring that all applicable regulations are met in all proposals.

