Grant Support Services
Policy on Timeline Required for Proposal Processing

Effective: July 1, 2016

Purpose: The purpose of this administrative policy is to:
1) define the timeline for successful proposal submission through Grant Support Services (GSS) and
2) ensure that principal investigators submit proposals to GSS with the highest chance of processing before the submission deadline.

Discussion: Preparing a strong, competitive grant proposal takes a great deal of time and effort from both the principal investigator (PI) and the GSS staff. When planning proposal submissions, appropriate time must be allocated for proposal processing. GSS review is mandated by the Office of Sponsored Programs, which has delegated authority to GSS for proposal submissions originating in CAFLS and PSA. For each proposal submitted, GSS must complete a comprehensive review to assure compliance with funding agency guidelines, coordinate the receipt of documentation and information from sub-awardees, and authorize the proposal for submission. Time required to review a proposal varies according to the complexity of the sponsor’s requirements and the condition of the proposal. When proposals are submitted with inadequate time for review, overall proposal quality suffers, chances of audit findings are increased, and chances of an award being received are diminished. This policy has been developed to ensure submission of high-quality proposals in a timely manner, to the satisfaction of all parties involved.

Policy: Proposal submissions through GSS will be processed as follows:

1. Draft proposals and budgets, including all required components, must be submitted to GSS a minimum of five (5) business days before the sponsor’s published deadline. GSS will work with the PI during this time to make final edits in the proposal narrative and appropriate budget adjustments. Some circumstances require additional processing time, as described in Attachment 1.

2. To be considered ready for processing, a proposal must contain at minimum:
   a processing form
   a project narrative or scope of work
   a budget and budget narrative
   sub-award documentation, if applicable
   sponsor guidelines for submission, if applicable

   GSS will not begin processing a proposal until all of the above components are present, regardless of when we are notified that a proposal is being developed.

3. All proposal editing by the PI must be completed two (2) business days prior to the sponsor’s deadline. No budget changes or edits to the proposal will be permitted on the deadline day.

4. Proposal processing is prioritized according to the concept of first-in, first-out. Proposals submitted less than five (5) business days before the sponsor deadline are at risk of missing the deadline, depending on the number of proposals already in process.
**Variance to Policy:** We recognize that there may be extenuating circumstances from time to time, which require Rush processing. Rush processing is defined as GSS processing of a proposal in less than three (3) business days.

**Rush submissions will only be accepted with written approval from the Associate Dean for Research or the Vice President of PSA.**

PI’s requesting Rush submission must include with their proposal a written justification of the need for Rush processing. Written justification can be in the form of an email or memo explaining the special circumstances, and must be copied to the PI’s department chair. **GSS does not guarantee submission of Rush proposal requests** (see #4 above).

All requests for Rush processing are reported on a monthly basis to the Dean, Associate Dean for Research, and the Vice President for PSA.

**APPROVAL:**

[Signature]

George Askew, VP for PSA

[Date]

[Signature]

Joseph Culin, ADR CAFLS

[Date]

August 31, 2016
## Attachment 1: Proposal Processing Time Matrix

<table>
<thead>
<tr>
<th>Condition</th>
<th>Add 1 Additional Business Day</th>
<th>Add 2 Additional Business Days</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor requires hard copy submission via Fed Ex or UPS</td>
<td>√</td>
<td></td>
<td>Proposals submitted via Fed Ex or UPS must be shipped the day before the published deadline in order to arrive on time.</td>
</tr>
<tr>
<td>Sponsor requires hard copy submission via US Mail</td>
<td></td>
<td>√*</td>
<td>Proposals submitted via US Mail must be shipped several days before the published deadline in order to arrive on time.</td>
</tr>
<tr>
<td>Proposal budget includes Cost Share or Match</td>
<td></td>
<td></td>
<td>Cost Share or Match requires additional processing time for complex calculations and additional required approvals.</td>
</tr>
<tr>
<td>Proposal through grants.gov has more than 3 key personnel</td>
<td>√</td>
<td></td>
<td>Additional time is needed if GSS must fill out Key Personnel forms for multiple key personnel in grants.gov. File conversion and upload, as well as form completion is time consuming.</td>
</tr>
<tr>
<td>Proposal includes an F&amp;A Waiver request</td>
<td></td>
<td>√*</td>
<td>Waiver requests must be approved personally by the Associate Dean for Research, Vice President for PSA and/or Vice President for Research. Additionally, if all parties do not approve, additional processing time is needed to adjust the proposal budget.</td>
</tr>
<tr>
<td>Clemson University is a sub-awardee to another lead institution</td>
<td></td>
<td>√</td>
<td>Most lead institutions require final sub-award documentation at least one full business day before the sponsor's published deadline.</td>
</tr>
<tr>
<td>Proposal includes sub-awardee institutions (with CU as lead institution)</td>
<td></td>
<td></td>
<td>Additional processing time is needed to incorporate sub-award information into the proposal, and for communication with sub-awardees in the event that all necessary documentation is not present.</td>
</tr>
</tbody>
</table>

* Items with "**" may require more than 2 business days' additional processing time.