Vice Provost for Research (VPR) must sign off on proposals in any of the following situations: Cost-sharing requests, any waiver or reduction in F&A from the approved rate, any waiver of fringe benefits, any space requests, and any new programs **PRIOR to OSP’s review and submission of the proposal.**

Complete, final proposals and conflict of interest forms must be submitted to OSP seven (7) days before the sponsor deadline.

VPR will be notified by OSP of proposals received by OSP on the day of or before the sponsor deadline. These proposals will not be reviewed by OSP prior to submission. As such, they may run the risk of rejection by the sponsor for non-compliance with proposal guidelines.

Proposals submitted without required University review and approvals will be withdrawn.

For major projects and when allowed by the sponsor, proposed budgets must include funds for project administration support.

Only mandatory cost sharing is to be included in proposed budgets.

Upon receipt of an award, OSP will notify the PI of possible unacceptable terms and conditions (i.e. restrictions on publication rights and ownership of data, delayed payments, acceptance of deliverables, etc.) and will keep PI apprised at all stages of the negotiations. The Dean and VPR will be notified when negotiations become onerous and/or when a waiver of BC policy may be required.

Labor redistributions that are related to previously approved T&E reports are unallowable and charges must be transferred to an unrestricted non-sponsored budget.

Transactions that include unallowable expenses, incorrect information, have insufficient justification or are processed after the end of the budget or project period will be returned to the department for correction or transfer to an unrestricted budget.

Project budgets must be reviewed at least 90 days before the end of the budget period for: outstanding salary encumbrances, outstanding purchase orders and travel reimbursements, expenses needed to complete the project, correct fringe and F&A calculations and the need for a no-cost extension. Sponsors require requests for no-cost extension at least 60 days before the end of the project period.

As part of proper stewardship of sponsored awards, PIs and department administrators should review project budgets on a regular basis, no less than quarterly, for budget planning purposes and to reduce the number of requests for budget transfers.

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