

- Vice Provost for Research or Assoc. VP for Research must sign off on the proposals in any of the following situations: Cost-sharing requests, when F&A rate is lower than the appropriate Federal approved rate, any waiver of F&A, any waiver of fringe benefits, any space requests and any new programs, **PRIOR to OSP review of the proposal.**
- Complete, final proposals and conflict of interest forms must be submitted to OSP five (5) days before the sponsor deadline. Proposals that are received by OSP later than the required (5) days must be approved by the Dean and the Vice Provost for Research or Assoc. VP for Research.
- Proposals received by OSP on the day of or before the sponsor deadline will not be submitted.
- Proposals submitted without required University review and approvals will be withdrawn.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 should be included in proposed budgets.
- Upon receipt of an award, OSP will notify the PI, Dean and Vice Provost for Research or Assoc. VP for Research of possible unacceptable terms and conditions (i.e. restrictions on publication rights and ownership of data, delayed payments, acceptance of deliverables, etc.)
- Labor redistributions must be requested within 30 days of receipt of T&E reports by the department.
- Labor redistributions that are related to previously approved T&E reports are unallowable and charges will be transferred to the department 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 the department 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.
- 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.