



Boston College: Office of Sponsored Programs

Proposal Submission Policy

The number of proposals submitted from BC continues to grow at a steady pace from year to year accompanied by an increase in the complexity of submissions, and the variety of sponsors. Bearing this in mind, along with the fact that staffing in OSP has not changed, workloads have increased and a longer time span is required to review proposals appropriately.

In order to ensure that preproposal are submitted in the best shape possible and more importantly on time, the guidelines below have been established.

Proposal submission Guidelines:

1. **Seven** days prior to the submission deadline, OSP or your Service Center or department grant administrator must be notified that you have a proposal submission pending. You can accomplish the notification by one of the following:
 - An email sent to your OSP Team with a copy to your Service Center or department grant administrator notifying them of a pending submission;
 - Submission of a proposal with **final versions** of all forms and a late stage narrative from the proposal.
2. **Five** days prior to the submission deadline you must submit a complete proposal to OSP (unless already submitted) consisting of the **final versions** of the following:
 - Face page
 - Budget(s)
 - Subcontract information
 - Letters of collaboration
 - Other forms necessary for proposal submission
 - Proposal Transmittal form and Conflict of interest form
 - Late stage version of the proposal narrative.

3. The PI can continue to polish the narrative portion of the proposal as OSP checks that the forms and agreements all meet BC guidelines. Timely responses to OSP questions about forms during this time will increase the overall efficiency of the process.
4. PIs should keep in touch with their OSP contact regarding final submission of the narrative. **In all cases**, the final narrative must be delivered to OSP by **12 pm the day before** the submission deadline to ensure a timely proposal submission.
5. PIs jeopardize their ability to polish the proposal narrative if, in doing so, substantial changes are made to the narrative that impact the final versions of the (already submitted) forms (addition of new personnel, equipment, changes in the proposed project time period, budget changes, etc.). In such cases the proposal may need to be deferred.
6. It is possible to appeal to the Vice Provost for Research for an extension of time for any of these steps, but given the flexibility provided by these procedures, extensions of time will be rare.

If proposals are submitted to OSP in fewer days than these guidelines allow, OSP will do its best to submit the proposal on time, but it will be done without the proper review normally given proposal and will be submitted at your own risk.