



## **Boston College: OFFICE FOR SPONSORED PROGRAMS Proposal Submission Policy**

### **Purpose**

The purpose of this policy is to document the Office for Sponsored Programs' (OSP) Proposal Submission policy for a sponsored project at Boston College.

### **Scope**

This policy is applicable to all sponsored awards and **must** be followed by schools, departments, centers, and personnel of Boston College.

### **Effective Date**

The effective date of this policy was August 2015; revised December 2021.

### **Overview**

The number of proposals submitted from BC Principal Investigators (PI's) 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 in OSP have increased necessitating a longer timespan to review proposals appropriately.

### **Proposal submission Policy Guidelines:**

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

- **Seven** days prior to the submission deadline, a PI must notify his/her Department Research Administrator (DRA) or the PI's departmental Service Center Administrator that a proposal submission is pending. OSP should be copied on the email communication so as to keep OSP in the loop of upcoming deadlines.
- The PI should send an email to their Departmental Service Center Administrator or Department Research Administrator with a copy to your OSP Pre-Award Administrator notifying them of a pending submission and providing them with the RFP.
- Any preliminary documents that the PI can send to their Departmental Service Center Administrator or Department Research Administrator would be helpful.

1. **Five days prior to the submission deadline you must have completed the PTF with all approvals and submit a complete copy of the proposal to the OSP Pre-Award Administrator (unless already submitted) consisting of the **final versions** of the following:**

  - Face page/Letter of Intent
  - Budget(s)/Justification
  - All required Subcontract documents
  - Letters of collaboration
  - Other forms necessary for proposal submission (if required by sponsor)
  - Proposal Transmittal Form (PTF) and Conflict of interest form (COI)
  - Late stage version of the proposal narrative. \*

2. The PI can continue to polish the narrative portion of the proposal as OSP checks that the forms and agreements all meet BC guidelines (and sponsor's requirements). Timely responses to OSP questions about forms during this time will increase the overall efficiency of the process.
3. PIs should keep in touch with their OSP Pre-Award Administrator regarding final submission of the narrative. **In all cases**, the final narrative must be delivered to the OSP Pre-Award Administrator by **12 pm the day before** the submission deadline to ensure a timely proposal submission. \*
4. 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, subcontracts, letters of collaborations, budget changes, etc.). In such cases the proposal may need to be deferred.
5. If a PI does not meet the OSP 5 Business day deadline, then special approval from the Office of the Vice Provost for Research is required. The PI must submit a written explanation to the Vice Provost for Research of why the deadline was missed and request an exception be made.

If proposals are granted this exception and 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 a proposal and will be submitted at the PI's own risk.

**Proposals submitted to OSP without the approved PTF will not be reviewed until the PTF has been work-flowed and approved by the appropriate individuals and received by the appropriate OSP Pre-Award Administrator.**

**Definitions**

See [OSP's Definitions](#) and *Glossary of Terms*, as well as *OMB's Uniform Guidance*.

**Contacts**

If you have questions about this policy, please contact the Director of OSP or reach out to the appropriate OSP staff member for your department; Team Department Assignment List is on OSP's website.