

COLLEGE OF NURSING PROCEDURES FOR PROPOSALS

Purpose: To ensure on time submission of proposals to sponsors, effective coordination of the College of Nursing Research Administrative staff workload, and effective communications with principal investigators and supervising research and academic administrators. *See CON Mock Review Process and Recommendations for Effort and Student Support documents for additional guidelines.*

Applicability: This procedure applies to all proposals or applications requiring the Research Administrative staff effort.

Abbreviations: **PI** – Principal Investigator; **AOR** – College of Nursing Research Administrator with delegated signature authority as an Authorized Organizational Representative.

Deadline Summary:

Activity	Deadline (Days Prior to Agency Deadline)	Responsible Party
Communication with the intent to submit a research proposal including the specific solicitation to the AOR	90-180 Business Days	PI
Mock Review	42 Business Days	AOR / PI
Subcontract documentation	20 Business Days	AOR / PI
Finalized Budget	10 Business Days	AOR / PI
Documents for review for compliance, e.g. Biographical sketch, references	10 Business Days	AOR / PI
Final Proposal Files Delivered to AOR	3 Business Days	PI
Review of Final Proposal	2 Business Days	AOR

Procedures / Planning:

- Reviewers:** The PI will select and communicate his/her internal and external reviewers to the RA/AOR prior to planning their Mock Review. External reviewers will be paid by the CNR/CON. External reviewers will be paid at a rate of ~\$350 for one review, \$500 for two reviews and \$1,000 for a T32 type review.
- Cost Share:** Any proposal requesting a cost share commitment will require prior approval from the Unit that is providing cost share by the Department Chair, Associate Dean or Dean from that Unit. All approvals will be provided in writing and documented in SIMS
- Subcontractual Documentation:** All documents from the subcontract are required prior to the deadline. These documents include a signed authorized Letter of Intent, Letter of Support, Statement of Work, Budget, Budget Justification, Biographical sketch, Rate Agreements, and any other necessary documents
- Budget Modifications after the Deadline:** Proposal budgets will be closed to modification five (5) business days prior to submission to allow time for development of the written justification and completion of required submission forms. Earlier deadlines will be set for subcontract budgets and related documentation, as noted above.
- Delays on Proposal Documents Requiring External Office Preparations or Signatures:** Any proposal documents requiring signature or approval by a third party (i.e., an administrator external to Penn State or external to the OVPR unit such as subcontracts, MOAs, and special commitments) will be attempted to be **finalized no later than five (5) business days prior** to submission. Any such documents not meeting expected timeliness for completion will be immediately brought to the attention of the Associate Dean for Research and Innovation, who will in turn **make the final determination on the inclusion of these documents in a proposal file or submission of the proposal.**
- Final File Delivery after the Deadline:** The AOR shall notify the Associate Dean for Research and Innovation when a PI fails to deliver the final files three (3) business days in advance of the submission deadline. **In cases where the final proposals files are not received at least 24 hours prior to the submission deadline, the Associate Dean for Research and Innovation will be contacted for advice on whether to proceed with the planned submission.**