

## Proposal Development, Review, and Approval

Once university faculty, staff or student identifies the most appropriate sponsor and grant mechanism, the proposal development and preparation process begins. Proposals are typically very technical documentations that must adequately respond to all sponsor requirements. Failure to do so may lead to administrative withdrawal of submitted grants and awards by the sponsor. The UPR Cayey Office of Sponsored Projects and Research Programs provides guidance in this process. Furthermore, a series of sponsors have developed excellent web-based resources to assist in the proposal preparation and submission processes.

In general, the key components of a proposal are:

- Face Page
- Abstract
- Table of Contents
- Statement of Work or Research Plan
- Budget and Budget Justification
- Additional Information
- CV or Biographical Sketch
- Other Support
- References

Of the latter, a principal component is the Budget section. Typical budget categories include direct and indirect costs. During this process PI/PDs may require of specific Institutional Information that must be available in our web page.

### Steps for Proposal Preparation, Review and Approval

- PI/PD reviews program concepts such as space requirements, personnel, equipment, and other required resources with Department Chairs, Deans, and/or Directors.
- PI/PD contacts the Office of Sponsored Programs or its equivalent to notify the intent to submit a proposal and for orientation on the specific internal procedures.
- PI/PD prepares the Letter of Intent/Notice of Intent when required. This document briefly describes a summary of the intention to

submit a full proposal to the sponsor agency. A Letter of Intent is not binding.

- PI/PD prepares a preliminary proposal taking into consideration the sponsoring agency guidelines, when required.
- PI/PD prepares the proposal in accordance with UPR regulations, federal regulations, and sponsor guidelines.
- PI/PD initiates procedures for IRB, IACUC, biohazard, and radioisotope protocols approvals, if any of these are included in the proposed work.
- PI/PD assures if required (i.e. construction grants) compliance with State Executive Order 12372-Intergovernmental review of Federal programs (Single Point of Contact-SPOC).
- PI/PD with the assistance of the Office of Sponsored Projects and Research submits all proposals accompanied by an internal Notice of Intent. The completed form and final proposal should be received by the campus office of sponsored programs or its equivalent, no less than seven (7) business days prior to the sponsor's submission deadline. The UPR Cayey cannot guarantee the review and submission of proposals that do not meet this deadline. This time limit applies to all proposals.

The Chancellor is the institutional authorized representative of the grantee organization, accountable for information presented in the grant application (Board of Trustees Certification Number 36, 2009-2010). The Department Chair and Dean's signatures certify that the proposal has been reviewed for academic/scientific merit and is in line with the mission of the unit. The signatures constitute a commitment to the details outlined in the proposal and budget, including time commitments of project personnel and use of institutional resources.

### Proposal Submission

The Director of the Office of Sponsored Programs is the Authorized Organizational Representative (AOR) for submission to the sponsoring agency. PI/PD should be available to answer questions and resolve any issues that may arise during the process.

### Negotiation and Acceptance

- The PI/PD must be involved in any negotiation concerning the scope of the project and any changes in the budget. The role of the Office of Sponsored Projects and Research is to assure that there are no implicit or explicit obligations in the performance of the project that cannot be accomplished given the amount of time and budget. Usually, the scope of a project is reduced as a result of budget decisions or cuts in funding.
- The Terms and Conditions of the award need to be assessed. It includes areas such as: period of performance, cost principles, patents and copyright, terminations, financial reporting, payments schedules, among others that are often negotiated in an award.
- The development of subaward agreements and contracts require the evaluation of a variety of issues such as: payments schedules, subrecipient monitoring, facilities and administrative cost rates (F&A), among others.
- All Grants and Contracts must be formally accepted by the UPR Cayey to complete a legal agreement between the sponsor and the UPR. The formal acceptance of the award is a signal for the activation of the project.