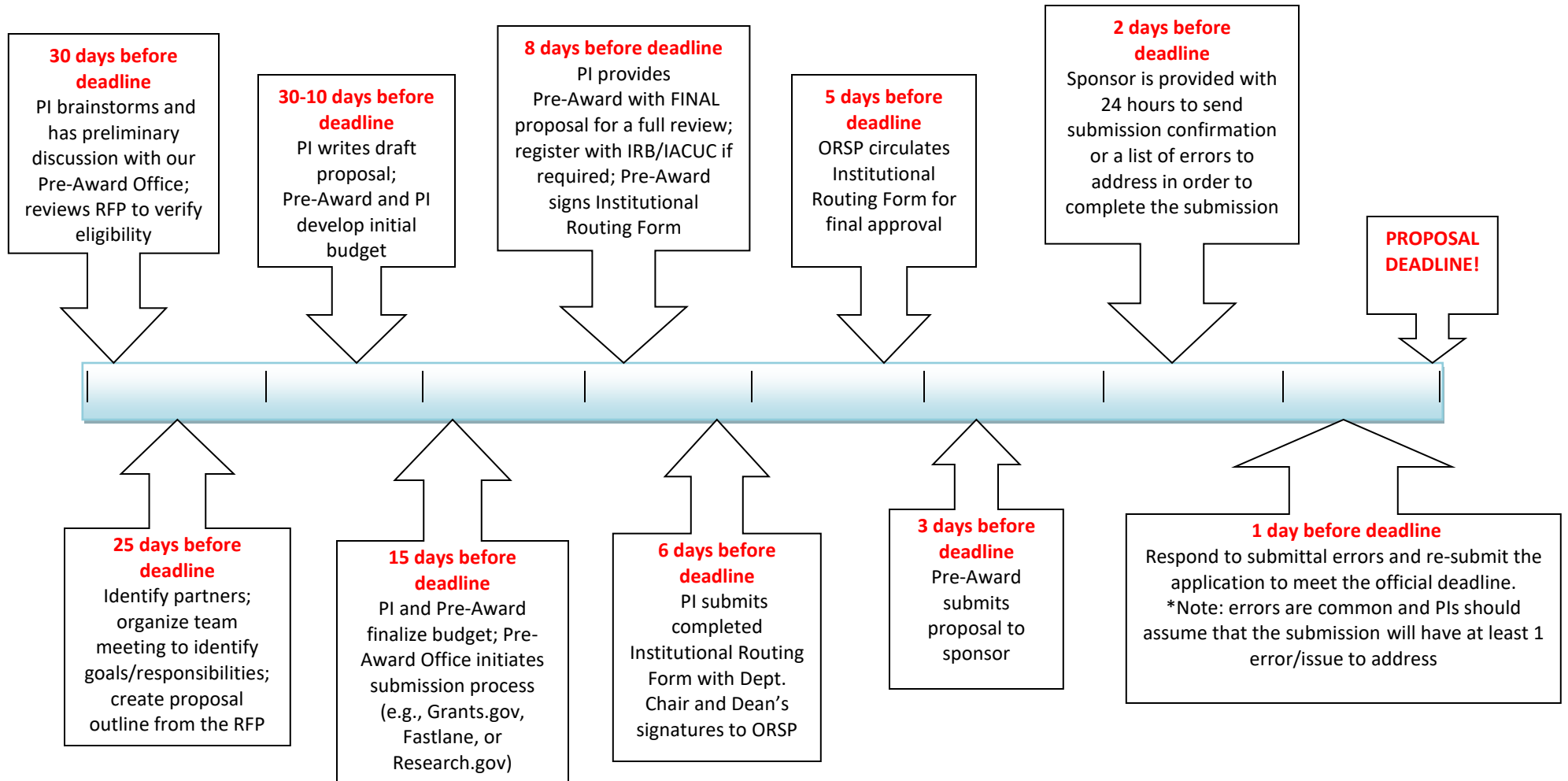


# WHEN DO I NEED TO SUBMIT MY PROPOSAL TO THE PRE-AWARD OFFICE FOR A FULL REVIEW?

After having a conversation with your Chair and Dean, the following is a step-by-step timeline you should initiate at a minimum one month preceding the proposal due date. The earlier you start the process, the better for all!



## Please note:

PI's are strongly urged to allot ample time for a detailed proposal review (full review) prior to submission. The University reserves the right to withdraw any submitted proposal that does not comply with CSU and University policy, and/or State and Federal regulations. ICSUAM 11002.01 requires University approval prior to submission.

## **MAXIMIZING EXTERNAL FUNDING AT CAL POLY HUMBOLDT**

### **OFFICE OF RESEARCH & SPONSORED PROGRAMS (ORSP)**

#### **Pre-Award Specialist's role:**

- Serves as a resource to faculty and staff by maintaining information and promoting awareness of funding opportunities
- Helps refine project ideas to align with sponsor's requirements
- Prepares budgets in alignment with sponsor's requirements and University/Sponsored Programs Foundation (SPF) policies
- Prepares administrative forms as outlined in guidelines (IRS forms, insurance, Conflict of Interest, SF 424, etc...)
- Reviews and submits proposals in accordance with program guidelines

#### **Procedure**

All proposals submitted to sponsors on behalf of Cal Poly Humboldt must be processed through ORSP and approved by all appropriate university and Foundation officials in accordance with CSU Executive Order 890. In order to maximize chances of funding, the following deadlines apply to most proposal submissions:

1. Initial notification
  - ORSP requests notification of a pending submission no less than **4 weeks** prior to the submission deadline. This advanced notice will allow ORSP to provide the best possible support.
2. Final budget
  - Pre-Award Specialist and PI work together to finalize the budget at least **15 days** prior to the deadline.
3. Draft proposal
  - ORSP requests a copy of a strong draft proposal no later than **10 days** prior to the deadline to ensure that all requirements are met.
4. Final proposal
  - ORSP receives a final copy/version of the proposal no later than **8 days** prior to the deadline to allow for a full review and quality check and to ensure that ample time is provided to collect all the approval signatures on the Proposal Routing Form.
  - After the routing form is signed off by Pre-Award, the PI can start routing for Chair and Dean signatures (required elements are final budget and draft narrative).

Please see the attached timeline outlining detailed stages of proposal preparation and submission.

#### **Review and Approval**

The Institutional Routing Form (<https://forms.humboldt.edu/spf-institutional-routing-and-authorization-form>) is used to track the approval of appropriate university officials. Proposals should not be submitted without the completed routing form. Please note that if ample time is not allotted for a detailed full proposal review prior to submitting the proposal, then the university reserves the right to withdraw the proposal if it does not comply with CSU and University policy, and/or State and Federal regulations.