TITLE: Proposal Routing

DESCRIPTION
Describes the procedure for routing and submitting a grant proposal at Creighton University.

RESPONSIBIILITY
Principal Investigators and Sponsored Programs Administration work together to ensure the timely routing and submission of grant proposals.

PROCEDURE/PROCESS

Materials Required for Routing a Grant
Investigators shall submit the finalized application to the routing process in the InfoEd electronic submission system. Originals that need university authorized signatures must be included in the Attachments or Internal Documents tab. All approvals (Principal Investigator, co-investigators, department administrator(s), Sponsored Programs Administration, chair(s), dean(s), and Associate Vice Provost for Research and Scholarship) will be obtained electronically in the InfoEd system.

If the proposal includes any deviation from university standards, such as a reduced Facilities and Administrative (indirect) cost rate or cost share that is required by the sponsor, the sponsor guidelines must specify this information and must be linked or uploaded to the Internal Proposal Routing Form tab of the InfoEd proposal. If the Principal Investigator has received written permission from the Associate Vice Provost for Research and Scholarship to reduce or waive the Facilities and Administrative (indirect) rate, that document must be uploaded to the Internal Documents or Attachments tab in the proposal.

Routing Letters of Intent
Investigators who are submitting a letter of intent that includes a request for a specific dollar amount, a preliminary budget, or proposed matching funds (cost share), or that requires an official university signature, shall route the required documents via the InfoEd system.

Routing a Proposal That Includes Subcontracting Agreements
    a. **Creighton as the Primary Contractor**
    If the grant proposal involves a subcontract, investigators shall submit all materials required as specified in Section 3 above (Materials Required for Routing a Grant) through the InfoEd system. In addition, investigators shall include a Subrecipient Intent

Form (available on the Forms page on the SPA website) signed by the Creighton Principal Investigator, the subcontracting Principal Investigator, and the authorized institutional official from the subcontracting institution. Investigators shall also include a statement of work for the subcontractor and the detailed budget and associated budget justification from the subcontractor.

b. Creighton as the Subcontractor
If the proposal is for a subaward, investigators shall submit the proposal narrative describing the work Creighton will perform for the proposed project, a Statement of Intent to Form a Subcontract, and a detailed budget of the subaward (Creighton portion) for the proposed project and associated budget justification via the InfoEd system.

Routing an Externally Sponsored Research Contract
Investigators shall submit all contracts for routing through the InfoEd system. A full copy of the original study protocol/proposal, including any forms, such as assurances or certifications, that need to be signed by a university authorized official; the original contract or agreement; and a completed study budget must be included.

Notification of Approvals
If the sponsor requires a hard copy with a signature to be returned via mail, Sponsored Programs Administration shall call or email the Principal Investigator or Administrator to pick up any signed originals. Sponsored Programs Administration will not mail original signatures through campus mail due to the risk of loss. If no hard copies are to be returned to the Principal Investigator, Sponsored Programs Administration will arrange with the Principal Investigator and Administrator for required documents to be emailed to the sponsor.

Electronic Grant Proposal Submission
Many grant applications are now submitted online. The investigator must check the sponsor's guidelines to determine whether online submission is required for his or her particular application. Sponsored Programs Administration is available to help with this determination. If another system is used for submission, the application must still be uploaded to the InfoEd system and routed for university approvals prior to submission to the sponsor.

Deadlines

The investigator must submit the complete proposal to routing via the InfoEd system **at least five business days in advance of the deadline**. The proposal must have all required items uploaded to the correct location and all required fields completed. An incomplete application could mean that the grant will be rejected by the online system.

Multiple investigators on campus often submit proposals on standard proposal deadlines, so Sponsored Programs Administration will be required to submit multiple applications at the same time. Failure to comply with the procedure outlined in this policy could lead to an investigator's proposal not being submitted in a timely fashion.

Applicable Regulations, Document(s):

Policy
Additional Documents