

Finance and Research Support Team (FiRST) Proposal Submission Policy

Purpose

This policy establishes the internal deadline for providing your Departmental Pre-Award Research Administrator timely notification of proposals and submission of any other materials required for submission to the sponsor.

Policy Statement

In support of the University's research mission, it is the policy of FiRST to require timely notification of proposal deadlines and submission of proposal components to the Pre-Award Administrator in accordance with the timeline established within this policy document to ensure adequate time for review and feedback as needed by the administrator and UNC central offices (OSP, SPO, and OCT).

All applications for sponsored funding must be reviewed and approved through proper University channels before submission to the sponsor. OSP, SPO, and OCT have an [internal deadline](#) for receiving completed proposals before the sponsor's submission deadline.

Proposal notification received after the internal deadlines cannot be guaranteed adequate review and may not receive institutional signature/approval before the sponsor deadline.

Reason for Policy

As research portfolios continue to grow, sufficient time is necessary to create timelines for submission as well as to review numerous sponsor requirements, including but not limited to those in specific solicitations, sponsor guidelines, and UNC institutional policy. Allowing adequate time for your research administrator to thoroughly review provided guidelines, and work with you and central offices will allow opportunity for feedback throughout proposal development and application review. This provides time for corrections if needed and will help maximize proposal success. The notification deadlines below apply to all submissions.

Proposal Notification Deadlines:

UNC is Prime/Submitting Institution	<i>At least 4 weeks in advance</i>
UNC is Prime/Submitting Institution with 2 or more Sub-Awards	<i>At least 6 weeks in advance</i>
UNC is Prime/Submitting Institution for Complex/Multi-PI Project Mechanism (NIH P, U, T mechanisms, etc.)	<i>At least 8 weeks in advance</i>
UNC is Subaward to Outside Institution	<i>At least 2 weeks in advance</i>
UNC is submitting LOI	<i>At least 2 weeks in advance</i>
UNC is Prime/Submitting Institution for Federal Contract	as soon as notified

Notice of intent to submit a proposal should be submitted using [RASR](#) following the instructions in the [User Guide](#)

Ramses Information/Documents Deadline (for all proposals):

The following timelines are strongly recommended:

At least 7 Business days prior to sponsor deadline (by 8 am) FiRST Admin must receive:

- Internal Budget
- Budget Justification
- Draft Abstract
- F&A Waiver request (if applicable)
- PI Waiver Request (if applicable)
- Subcontract Proposal Documents
 - LOI signed by an authorized signing official of the sub's institution
 - SOW
 - Budget
 - Budget Justification

Proposal Attachments Deadline

At least 3 Business days prior to sponsor deadline (by 8 am) FiRST Admin must receive:

- Administrative Components (if applicable)
 - Biosketches
 - Facilities and Other resources
 - Equipment
 - Data Management Plan
 - Current and Pending support
 - Other supplemental documents
 - Other administrative or regulatory documents requested by the sponsor

At least 1 Business Day prior to sponsor deadline (by 8 am) FiRST Admin must receive:

- Technical Components (if applicable)
 - Abstract
 - Project Narrative
 - References Cited
 - Sections on Human and Animal Subjects
 - Research Plan
 - Letters of Support

Roles and Responsibilities in the Proposal Development Process

Below is a summary of the roles and responsibilities for the Pre-Award/Proposal Development Process. For more detailed roles and responsibilities, please refer to the [Roles and Responsibilities matrix](#):

PRINCIPAL INVESTIGATOR (PI)

Pre-Award/Proposal

- Initiates intent to submit proposal and identifies funding mechanism
- Develops the technical proposal
- Partners with the unit research administration (RA) to develop the budget, budget justification, F&A waivers, and administrative documents per sponsor guidelines
- Identifies subrecipients
- Responsible for accurate compliance disclosures
- Review IP, commercialization, and export control submissions prior to certification
- Certify that all information submitted in IPF and application is true, complete, and accurate to the best their knowledge

DEPARTMENT RESEARCH ADMINISTRATOR (RA)

Pre-Award/Proposal

- Provides PI with proposal submission guidance document customized based on sponsor RFA
- Coordinates with the PI and central/compliance offices to ensure timely pre-award submissions
- Initiates requests to central/compliance offices if assistance is required on submissions
- Prepares final proposal submission package (*Note: submission to sponsors is performed by OSP/SPO*)
- Completes and routes IPF in RAMSeS and submits other administrative components at least 5 business days prior to sponsor deadline
- Partners with PI to develop the budget and justification, F&A waivers, and other documents per sponsor guideline
- Obtain statement of work, budget, budget justification, letter of intent, and other required documents for subagreements

SCHOOL DEAN/DEPARTMENT CHAIR

Pre-Award/Proposal

- Determine if proposed project is an appropriate activity for the department and supports the mission of the University
- Evaluate requests for F&A waivers
- Responsible for providing resources identified in the application, including cost sharing and reimbursement in the event the sponsor is unable to pay the University even if not in the administering department
- Approve an individual's eligibility to serve in the role of PI despite part-time employment status where applicable

CORPORATE AND FOUNDATION RELATIONS (CFR)

Pre-Award/Proposal

- Serve as UNC liaison, or single point of contact, to non-profit partners for successful collaborations with sponsored research and philanthropy
 - Communicate non-profit partners' priorities, guidelines, and requirements to University constituents; helping to inform pre-award, award setup, and post-award processes
 - Work closely with faculty, staff, and central offices to develop, finalize, and submit proposals
 - Coordinate communication between non-profit partners and the University regarding award negotiations and reporting
 - Consults with the PI on their intent to submit a proposal, identification of funding mechanism, and development of technical proposal
 - Consults with PI and unit RA to develop/obtain the budget, budget justification, F&A waivers, and administrative documents per sponsor guidelines
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Office of Sponsored Programs (OSP)/SPONSORED PROGRAMS OFFICE (SPO)

Pre-Award/Proposal

- Provides institutional review and approval of the proposal
- Checks that all compliance requirements have been obtained
- Assists on questions related to eligibility, allowable costs and other administrative elements in the proposal
- Approves F&A waivers

Note: Once an award is received, all responsibilities are transferred to OSP; to find your unit's representative, click [HERE](#)

**Office of Sponsored Research (OSR) is now Office of Sponsored Programs (OSP)*