Internal Deadline Policy for Proposal Submission

In order to support the increasing number of proposals being submitted, the George Mason University Research Council has adopted a policy that requires Proposals be submitted to OSP four business days in advance of the sponsor’s deadline.

The Office of Sponsored Programs (OSP) may find the need for some changes in its final review before submitting and thus the Principal Investigator (PI) may be contacted during the four days following submission for any final clarifications and related changes initiated by OSP. PIs are urged to contact OSP as far in advance of the proposal deadline as possible to engage OSP staff early on which will enable maximum assistance to during the proposal preparation process. Finally, OSP should be informed months in advance when large and complex proposals (multi-year, multi-million dollar and/or multiple sub contractors) are planned. This will ensure that OSP, the Office of Research and the Academic Unit provide maximum assistance to help the investigators prepare the proposal and thus meet the four day deadline.

The Proposal is defined as: a complete proposal package including a draft technical narrative. The package must include all required proposal components as specified by the sponsor, along with all completed sponsor forms.

A complete proposal must have the following elements.

- Proposal summary or abstract
- Technical narrative*
- Final budget**
- Final budget justification
- Biographical sketches
- Subcontract documents for each proposed subcontractor***
- Complete COI disclosure for each federal project
- Additional documents as required by the sponsor

Cost share approvals must accompany the items above.

*Technical narrative submitted with the Proposal at the 4 day deadline should be a complete draft. The PI will be able to make final edits during the review period; however, changes should not impact the budget or institutional commitments. The final technical narrative is due no later than 2 days prior to the sponsor deadline.

**Final Budget is defined as a budget with costs compliant with University policies and OMB Circular A-21. Calculations should include appropriate salary escalation factors, current fringe rates, graduate student health insurance, current tuition rates, correct indirect rate applied with relevant direct costs excluded.

***Subcontract documents include a letter from an authorized official, budget, budget justification, and statement of work, biographical sketches, and any other specific forms/documents required by the prime sponsor.