

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 all **Proposals and Documents requiring Authorized Organizational Representative (AOR) signature to** be submitted to OSP **(4) four** business days in advance of the sponsor's deadline.

The Office of Sponsored Programs (OSP) may find the need for 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 far in advance of the proposal deadline to engage OSP staff as early as possible to enable maximum assistance during the proposal preparation process.

Finally, OSP should be informed months in advance when large and complex proposals (multi-disciplinary, multi-million dollar, center, or multiple subcontract submissions) 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 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/Statement of Work*
- ❖ Final budget**
- ❖ Final budget justification
- ❖ Subcontract documents for each proposed subcontractor***
- ❖ Completed COI disclosures for all named faculty (tenure track, term, research, affiliate, and postdoctoral research fellows).
- ❖ Additional documents as required by the sponsor

Cost share approvals must accompany the items above, where applicable.

*Technical narrative submitted with the Proposal at the four-business-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 Uniform Guidance 2 CFR 200. 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 GMU's Subrecipient Commitment Form, a letter from an authorized official, budget, budget justification, statement of work, and any other specific forms/documents required by the prime sponsor.

Updated 12/9/19