



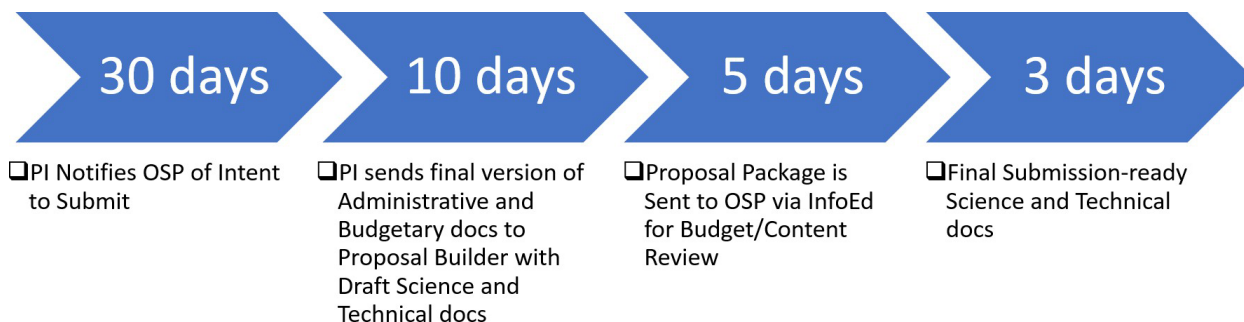
Boston College Proposal Submission Guidelines

Purpose

These guidelines are designed in order to ensure that each proposal is provided an equal and thorough review by the Office of Sponsored Program, with the intent of optimizing each proposal's chances of being selected for funding.

Proposal Deadlines & Timeline

All deadlines given below are assumed from the sponsor's due date, which is defined as the time and date after which the sponsor no longer accepts proposals.



Note: Holidays and Closures are not counted as a business day(s).

30 Calendar Days before Due Date: As soon as possible, but no later than 30 days prior to the deadline, PI will inform OSP of submission plans by either of the two methods detailed here. If the Department/Center is utilizing an OSP Proposal Builder (OSP PB), PI will notify OSP of your intent to propose by emailing OSP-PreAward@bc.edu. The OSP PB will then initiate a proposal record in InfoEd and route to OSP for initial notification. If a Departmental Research Administrator (DRA) will be the proposal builder (PB), the PI will inform their DRA PB who will initiate a proposal record in InfoEd and route to OSP for initial notification.

10 Business Days before Due Date: No less than 10 business days prior, PI to provide all Administrative and Budget documents to the PB.

Prior to 5 Business Days before Due Date: Drafts of all Science/Technical documents are provided to the PB.

Prior to 5 Business Days before Due Date: The proposal package, including drafts of the Science/Technical documents, is provided to OSP for Budget and Content review.

3 Business Days before Due Date: Final, Submission-ready Science/Technical docs are provided. If necessary, review comments are sent to the PI and PB by OSP within InfoEd.

2 Business Days before Due Date: OSP's review comments must be addressed and the proposal is routed for Final Review.

1 Business Days before Due Date: Submission takes place **one day prior** to sponsor deadline.

Day 0: Sponsor Deadline.

30/10/5 Day Deadline Exception Requests

Missed internal deadlines require a deadline exception approval from both your Dean and the VPR to continue with the proposal submission. For VPR approval, please e-mail Associate Vice Provost Mike Collins and cc OSP Director Tom Dillon. The e-mail request should include a statement explaining why adherence with the internal deadline(s) could not be met. **Approval to these exceptions is not a guarantee and will only occur on the rarest of occasions. If an approval is given, all other deadlines must be met.**

Note that non-compliant proposals are given a less-thorough review than proposals which adhere to the University's 30/10/5 Day Rule. The thoroughness of this expedited review is dictated by several factors, including, but not limited to, current University proposal volume, length of time between routing actions, and the sponsor's due date.

Qualifying Criteria for Deadline Policy Exemptions

Exemptions from the deadline exception request requirement are made for proposals which fit the following criteria:

Late Sponsor Notices or Invitations

There are times when a PI is informed of a potential funding opportunity which requires a quick turnaround and the inability to adhere to internal deadlines. Examples of these situations include: An agency's program officer reaching out directly to the PI with late notice of invitation to proceed, receiving notification of available or supplemental funds, or a collaborator sending a late invitation to participate in an upcoming proposal. If these cases arise **prior to the 10-business day deadline**, an exception approval for the deadline at that stage of the proposal process is not required. Instead, the process is as follows:

- Immediately alert your PB and the Pre-Award team (OSP-PreAward@bc.edu).
- Upload a copy of the program officer's or collaborators' instructions to the InfoEd record; this documentation will demonstrate as a late request from the sponsor.

Full Proposal Submission Process and Timeline

The following process steps relate to actionable items associated with the proposal deadline policy and the person responsible for each step by that deadline day.

Note: Holidays and Closures are not counted as a business or calendar day.

Initial Administrative Actions

30 Calendar Days before Due Date

- At least 30 days prior to the deadline, PB to create a proposal record in InfoEd and route for “Proposal Initiation,” providing the solicitation and deadline information. If necessary, OSP will assign a PB to coordinate submission with PI.
- PB to contact PI to schedule a proposal kickoff call and review the solicitation.
- PB to develop an Outstanding Proposal Document Checklist for both PI and PB to follow.
- If the proposal contains subcontracts or collaborative sites, PB will send subaward an e-mail request for required documents.

Proposal Building

30 Calendar to 10 Business Days before Due Date

- PB to work directly with PI to develop budget and budget justification.
 - If proposal includes actions that require Executive Review, the OSP PB will work with the PI to notify those responsible for the decision ahead of the InfoEd Executive Review notification
 - Regardless of sponsor requirements, a budget justification should be included with all research proposals to clarify the nature of the expenses in the event of an award.
 - A PI must have effort on the proposal unless not allowed per sponsor guidelines
- PI and Investigators responsible for development of all technical and supplementary documents, including but not limited to Biosketch and Other Support/C&P documents.
- At least ten business days prior to the deadline, PI to provide all Administrative and Budgetary documents to PB.
- PB to complete initial review of all documents, including subaward packages, and provide comments.
- PB to build the proposal in InfoEd and external submission systems (e.g., Research.gov, NSPIRES or Foundation’s application site).

Prior to 5 Business Days before Due Date

- PI to provide draft Science/Technical documents to PB. Draft is defined as the document being in a complete-enough state that no further revisions are needed which would impact the research design or concept, addition of collaborators or investigators, inclusion of human subjects or animal studies, and other aspects that impact the budget and administrative components of the application. Reference Appendix 1 for list of Science/Technical documents by sponsor.
- In order to be considered complete, a proposal must have either a link to the sponsor’s (or prime sponsor’s) funding opportunity included in the “Comments for OSP” section of the Proposal Info Tab or a copy of the sponsor’s (or prime sponsor’s) instructions uploaded into the Internal Docs & Routing section
 - Proposals not including instructions will be returned without review until instructions can be provided. If, during the process of obtaining proposal submission instructions, the proposal falls outside the designated timelines, an exception must be requested;

however, approval is not guaranteed.

- At least five full days prior, PB will submit the complete proposal application to OSP for Budget and Content Review.

3 Business Days before Due Date

- Three days prior to due date, PI to provide all final Science/Technical documents to PB. PB to review and finalize proposal application.

Initial Budget/Content Review

- If applicable, route for Executive Review at least seven days prior to sponsor deadline. Criteria which require Executive Approval are cost sharing, academic year buyouts, F&A waivers, and addition of new space or space renovations.
- At least five days prior to the deadline, PB to submit the complete proposal application to OSP for Budget/Content Review in InfoEd, ensuring all School and College-level approvals have been provided.
- OSP to complete Budget/Content Review, including review of solicitation and all proposal documents, reconciling against specific compliance criteria.
- If there are comments or corrections to be made, OSP will “disapprove” the proposal record in InfoEd and route back for revision, providing comments in the system.
- PI and PB to address any comments and provide response(s) within InfoEd.

Final Review & Submission (1 day prior to deadline)

- PB to submit final proposal package with all comments addressed for Final Review.
- PI to review complete proposal application and provide approval in InfoEd.
- OSP to complete final review and, if in an acceptable state, approve the proposal for submission.
- Upon approval to submit by the both the PI and OSP, the Proposal Reviewer in OSP will submit as system-to-system (S2S) in InfoEd, submit in sponsor’s system if non-S2S, or provide approval for the PI to submit by changing the record’s status in InfoEd to “Submitted.” The method for submission will be based on the sponsor’s requirements.
- If submitted as S2S or within a sponsor’s system (i.e., non-S2S), OSP to provide PB and PI with submission confirmation.
 - If PI submits directly, PI to provide confirmation to OSP.

Appendix 1

Common Examples of Scientific/Technical Components

National Institutes of Health (NIH)

- Project Summary
- Research Plan (Specific Aims and Research Strategy sections)
- References Cited
- Cover Letter (for resubmission applications)

National Science Foundation (NSF)

- Project Summary
- Project Description
- Bibliography

Federal Prime Subawards

- Scope of Work Statement

National Aeronautics and Space Administration (NASA)

- Proposal Summary (abstract)
- Scientific/Technical/Management Plan
- References and Citations

Department of Energy (DOE)

- Project Description
- Bibliography

Department of Defense (DOD)

- Technical Approach and Justification
- Project Schedule and Milestones

Appendix 2

Proposal Submission Timeline						
	Proposal Preparation					
Business Days Before Sponsor Due Date	Before Day 10	10	9	8	7	Before Day 5
PI	Provide all budgetary and administrative documents* to Proposal Builder	Work with Proposal Builder to edit, create, or obtain documents for OSP's review				Provide draft version of scientific documents to Proposal Builder
Proposal Builder	Build budget and assist with document creation	Review proposal documents to ensure all documents requested by the sponsor's FOA are obtained and in the correct format. Prepare InfoEd proposal, including budget, and ensure all document for review are attached within the application				Include the scientific documents
Proposal Reviewer	Proposal Reviewer not involved at this stage.					
	Proposal Review and Submission					
Business Days Before Sponsor Due Date	5	4	3	2	1	0 Sponsor's Due Date
PI	Finalize scientific documents and provide to Proposal Builder for incorporation into InfoEd		Address comments from OSP. Finalize if possible		Address comments from OSP. Approve final document in InfoEd	
Proposal Builder			Incorporate final science document by end of business day	Review requested changes from OSP and work with PI to address. Finalize if possible.	Review requested changes from OSP and work with PI to address. Route for review of changes and then for final approval	
Proposal Reviewer	Review sponsor's guidelines and proposal documents to ensure the proposed materials meet the requirements of the sponsor as well as BC's internal requirements. Detail changes needed and send back to PI and dept. via InfoEd.		Answer questions related to changes requested and review revised proposal documents		Review revised proposals documents and submit to sponsor.	
*Note: All documents from subawardees under BC, including budgets, budget justifications, scopes of work, letters of intent, and any other sponsor required documents, are considered administrative and should be in final form ten (10) business days before the sponsor's deadline.						