

Grant Submission Policy & Procedure

At Ponce Health Sciences University/Ponce Research Institute all grant applications for external funding, whether federal, state, local or private, **must** be reviewed by the Senior Grant Writer and approved by the Office of Research Development (ORD) **prior to** submission and are only submitted by the Senior Grant Writer and/or Office of Research Development.

This policy protects the individual grant seeker and the University/Institute in their interaction with external funders. A grant or contract is a binding agreement between PHSU/PRI and an external entity, involving the commitment of University resources in the form of space, personnel, and/or goods and services. As such, all grant funded activities are subject to the internal policies and procedures of the University and the regulations which apply to PHSU/PRI as an institution.

All Faculty/Staff interested in a grant submission should follow the below steps to ensure protection of the grant seeker and the University/Institute.

- 1) Send direct link to grant RFP/FOA to the Senior Grant Writer & the Director of the ORD to indicate interest in application.
- 2) Eligibility will be confirmed, and grant seeker will be notified for approval to begin grant application.
- 3) Grant seeker will work to develop a project/research narrative to provide to the Senior Grant Writer for review, edits, etc. (Please note that the PI/Faculty is the “brain” of the narrative, the Senior Grant Writer is here to assist the Grant Seeker in the application processes and editing/formatting/preparation, etc. The Grant Seeker is the project conception & completion.
- 4) Senior Grant Writer will begin working with ORD to gather all necessary forms and application requirements for submission.
- 5) Senior Grant Writer will work with Grant Seeker to provide templates for Letters of Agreements/Letter of Support for all necessary collaborative efforts within the application. In addition, Senior Grant Writer will assist Grant Seeker with any additional items the Grant Seeker might need to support the application (narrative samples, all formatting – font, page alignments, tables, and all required application formatting processes).
- 6) Once narrative edits have been completed, Grant Seeker will provide budgetary requests that are in-line with the narrative to the ORD for budget preparation.
- 7) Senior Grant Writer & ORD will work collaboratively confirm all budgeted personnel, project budgetary items (office supplies, printing, travel expenses, etc.), indirect costs, University space, etc. to ensure required Budgetary items are compliant with grant requirements. (Please note all project budgetary items should be submitted by the Grant Seeker, ORD will assist in ensuring compliance & formatting/creation of budgetary application forms)

When possible, narratives should begin with the Senior Grant Writer within 30 days of the grant deadline (or upon received announcement). All edited proposal documents (narrative, budgetary requests, Letters of Support/Agreement) must be submitted to ORD ten working days prior to the submission deadline.

Several forms are required to be completed PRIOR to proposal submission by ORD. Thus, it is important to contact the Senior Grant Writer and the Office of Research Development for guidance throughout the proposal process. Our staff will assist in the process of completing the required forms and can provide support with IRB compliance & federal, state, and institutional policies to promote responsible and objective research proposals.

Who Should Know This Policy

Principal Investigators (PIs)
Deans/Department Chairs
Local Administrative Support Staff

Policy Statement

It is the policy of PRI to require compliant & timely submission of complete grant proposal packages to the proposed funder (federal, state, local, private). The Senior Grant Writer and the Office of Research Development (ORD) in accordance with the time line established within this policy, intend to ensure a thorough and complete review prior to submission of all grant applications.

Reason for Policy

As an organization submitting proposals for external funding, PRI is subject to numerous sponsor requirements, including but not limited to those set forth in specific solicitations, sponsor guidelines, IRB, and within PRI/PHSU institutional policy.

Sufficient time is necessary to verify a proposal's compliance with those requirements, as well as ensure an overall level of quality assurance, prior to the application's deadline. Allowing adequate time for ORD/Senior Grant Writer to conduct a thorough review will provide opportunities for proposal corrections to be made, if necessary, and maximize the overall opportunity for proposal success.

Every effort is made to ensure successful proposal submissions regardless of when final proposals are submitted to ORD. There are several challenges, that are beyond the control of PRI, which can be mitigated when proposals are submitted sufficiently in advance of the sponsor deadline, including:

1. [Grants.gov](https://www.grants.gov) has a stated processing time of 2 – 4 days with no tolerance if errors exist and cannot be corrected before the deadline.
2. Federal agency servers routinely crash during peak demand times that occur when hundreds of institutions submit proposals at the same time. No tolerance is given for server errors to last minute proposal submitters by any of the federal sponsors.
3. Alternative proposal submission pathways (other than Grants.gov) can add complexity to proposal submission and can require additional assistance to ensure successful submission.

Proposal Submission Policy

Introduction:

Effective 9/7/2018, this policy defines the expected timeline for submitting applications for sponsored funding in advance of the funding agency deadline, and the associated level of review conducted by the Senior Grant Writer and the Office of Research Development based on the timing of the proposal submission to these Departments. This policy will apply to all applications for external funding, regardless of funding source (federal and non-federal).

Submission Deadlines:

Notice of intent to submit a proposal and the link to the Funding Opportunity Announcement (FOA) or any other available details for the solicitation should be provided to the Senior Grant Writer and ORD as soon as the intent to submit a proposal is known and/or minimally 30 business days prior to the sponsor's proposal deadline.

The complete administrative components of a proposal, including a final detailed budget, budget justification, biosketches together with the completed and signed Proposal Summary Form (PSF) and other required internal forms must be confirmed at least 15 business days prior to the sponsor's deadline. Early submission of documentation is always encouraged.

The final technical components of the proposal must be received by ORD at least 10 business days prior to the sponsor's deadline. This option is designed to give PIs additional time to refine the technical component and thereby improve the proposal's chances for success.

Proposals with administrative components submitted to ORD on or before the ten-business day deadline will be considered "on time". Once the final proposal components are submitted to ORD, in accordance with this policy, Senior Grant Writer and ORD will initiate the full review and no further revisions will be accepted, including changes to the final proposal budget. Only revisions to correct issues identified will be allowed.

Proposals that do not meet the deadlines established in this policy will still be allowed to move forward with submission but will receive a minimum review with the goal to assure (to the degree possible) that it is not rejected from the electronic submission vehicle.

If the sponsor specifies a deadline day that falls on a holiday or weekend, support staff will assume a deadline day of the prior business day unless the sponsor clearly indicates they will accept proposals the following business day. If the sponsor specifies a deadline time after 5pm, all SP reviews and signatures will need to be in place by 5pm. Please work with the Senior Grant Writer to ensure we can best support you.

Minimum Requirements for Review:

This policy is designed to streamline the proposal review process and relevant/critical documents while the PI finalizes the technical components of a proposal. The minimum administrative components allow for a meaningful review of the application. The remaining technical documents that constitute a complete application are required for ORD to approve and submit applications or provide institutional endorsement for hard copy submission. The solicitation guidelines and FOA link must be submitted to Senior Grant Writer and ORD as early as possible or at least 30 business days in advance of the sponsor deadline.

Senior Grant Writer and/or ORD will conduct a Preliminary Review of submitted materials and notify investigators and their administrative support of those outstanding proposal components that are needed in order to initiate administrative review and those documents that constitute a full submission-ready proposal. All minimum components required for administrative review are required within ten business days prior to the sponsor's deadline.

Service Level Commitment:

The Senior Grant Writer & the Office of Research Development is committed to supporting all PRI investigators by assuring timely review and submission of complete and accurate proposals that have the best chance possible of success in the sponsor review process.

Potential Consequences for Proposals Submitted Late:

- ORD reserves the right to process proposals submitted late only after all other on-time proposals due that same day have been submitted. The Senior Grant Writer reserves the right to edit and assist with late entry proposals only after on-time edits and assistance are completed.
- Proposals are rejected/invalidated via the electronic submission interface (over which the ORD has no control) and time does not allow for a second attempt at submission.
- Proposals are successfully submitted, but time does not allow for the correction of any errors or further changes identified by the investigator.
- If awarded, a more thorough review will take place at that time to ensure compliance with PRI policies and processes which could delay the issuance of the award.