



# CALIFORNIA STATE UNIVERSITY, FULLERTON

*Associate Vice President for Graduate Programs & Research*

P.O. Box 6850, Fullerton, CA 92834-6850 / T 657-278-3602 / F 657-278-7238

## MEMORANDUM

DATE: May 24, 2013  
TO: CSUF Faculty, Staff and Management  
FROM: Dorota Huizinga, Associate Vice President, Graduate Programs and Research  
SUBJECT: Extramural Grant and Contract Proposal Submission Timeline Policy

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The goal of the Extramural Grant and Contract Proposal Submission Timeline Policy is to ensure that the University's proposals to external funding agencies are submitted on time and after they had been adequately reviewed by academic departments, colleges/units, and other appropriate offices. The Office of Grants and Contracts (OGC) is responsible for submitting proposals to external agencies on behalf of the University. Faculty and other Principal Investigators (PIs) interested in submitting a proposal to an external funding agency are urged to contact OGC as soon as the decision is made to submit a proposal to ensure that OGC and other pertinent offices can identify all administrative and compliance requirements early in the process. Providing insufficient time for an adequate review often results in last-minute corrections and compliance issues that may lead to submission of a less-than-competitive proposal, **or** a missed deadline and proposal rejection.

We understand that there may be circumstances that arise which delay the preparation of a proposal. In these situations, individual circumstances will be evaluated on a case-by-case basis. **These "late" proposals will require e-mail approval of the Associate Vice President for Graduate Programs and Research, prior to discussion with OGC.** Nevertheless, OGC may not be able to assure the successful, on-time submission of any proposal submitted to OGC after the internal deadlines provided below. OGC reserves the right to process late proposals only *after* all other on-time proposals with deadlines within two (2) business days of the proposal in question have been processed, reviewed and submitted.

The updated policy described in this Memo shall be **effective immediately.**

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## INTERNAL DEADLINES

<p><b>1.</b> As soon as a decision is made to pursue a grant or contract opportunity, but <b><i>no later than four (4) weeks</i></b> prior to deadline.</p> <p><i>If a proposal or contract requires signature by President García or if it involves cost-sharing, subcontracts and other additional requirements, please see “Important Special Requirements” below.</i></p>	<p><b>a.</b> PI Contacts the OGC about a Request for Proposals (RFP), contract agreement, or invitation to submit a proposal.</p> <p><b>b.</b> Within three (3) business days of PI’s notice, OGC reviews the relevant guidelines, prepares a checklist of all required documents other supporting information, and identifies target deadlines.</p> <p><b>c.</b> PI notifies Department Chair and Dean of his/her intent to submit a proposal, with a cc: to the OGC Coordinator assigned to his/her college.</p>
<p><b>2. Ten (10) business</b> days prior to submission deadline</p>	<p><b>a.</b> OGC and PI prepare and/or review initial budget and draft narrative.</p> <p><b>b.</b> PI informs his/her College Business Officer of budgetary details.</p>
<p><b>3. Seven (7) business</b> days prior to sponsor deadline</p>	<p><b>a.</b> PI submits to OGC near final narrative and completed routing form.</p> <p><b>b.</b> PI and OGC finalize the budget.</p> <p><b>c.</b> OGC initiates Cayuse routing of proposal.</p>
<p><b>4. Three (3) business</b> days prior to sponsor deadline</p>	<p><b>a.</b> PI submits all required documents to OGC. For example: Abstract, Final Proposal Narrative/Project Description, GEPA Statement, Biographical Sketch, etc.</p> <p><b>b.</b> Any residual issues identified by OGC are resolved by PI and OGC.</p>
<p><b>5. Two (2) business</b> days prior to sponsor deadline</p>	<p><b>a.</b> OGC completes and uploads all required Documents and supporting information.</p> <p><b>b.</b> OGC conducts final review of the complete Application Package</p> <p><b>c.</b> Internal routing via Cayuse is completed.</p>

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**6. One (1) full business day prior to sponsor deadline**      **OGC submits complete and validated Application Package.**

**NOTE:** For hardcopy submission, an additional day is required. For example, if the deadline provided by agency is July 1 receipt date, the proposal must be express mailed by OGC no later than June 29 at 1:00 pm, for **receipt** by sponsor on June 30.

## IMPORTANT SPECIAL REQUIREMENTS:

1. Proposals or contracts that **require President García's signature or official endorsement** need additional time to process. For proposals requiring signature by President García, please allow **ten (10) business days in addition** to the internal deadline schedule provided above. For example, rather than 2 days prior to proposal submission deadline, the final proposal package and any other documents must be submitted to the Office of Grants and Contracts no later than **twelve (12) business days prior to submission deadline.**

2. Proposals that include or require special items such as those listed below need additional time for institutional review and approvals. Please allow approximately **five (5) business days in addition** to the internal deadline schedule provided above.

1. Cost-Sharing
2. Institutional data (e.g. historical enrollment data, financial statements, etc.)
3. Need for instrumentation or infrastructure improvements, additions, or upgrades
4. Need for additional space
5. Subcontract(s)
6. Signed Memoranda of Understanding, Non-disclosure Agreements, etc.

Thank you for your understanding of this new policy. We expect that this will serve us all better and ensure timely and successful proposal submissions. Please let me know if you have any questions or comments concerning the new policy.

***To ensure a campus wide consistency, University Advancement will also adhere to this timeline for grant preparation and submission.***

Sincerely,

Dorota Huizinga  
Associate Vice President  
Graduate Programs & Research

**California State University, Fullerton  
& CSU Fullerton Auxiliary Services Corporation**

**ADDENDUM TO THE PROPOSAL SUBMISSION POLICY**

This Addendum has been prepared to clarify the implementation of the *Extramural Grant and Contract Proposal Submission Timeline Policy* issued on May 24, 2013 (see <http://www.fullerton.edu/research/ogc/>).

All proposals must be received by the Office of Grants and Contracts (OGC) *no later than seven business days* prior to the sponsor deadline. In order for a proposal to be considered "on time", the following documents are required to begin internal routing and approvals:

1. A finalized budget
2. A final budget justification
3. A near final draft of the proposal narrative
4. Completed Routing Form

**Proposals outside of this seven-day timeline may not be submitted to the sponsor.** A Principal Investigator (PI) planning to submit a proposal that is outside the required timeline must secure **prior written approval** from the Associate Vice President, Office of Research and Sponsored Projects (previously, RCATT). Approval of the AVP-ORSP may only be provided under the most extraordinary circumstances. **Any proposal received five business days or less prior to proposal deadline will not be reviewed and submitted.**

A PI will still be able to refine and work on the proposal narrative while his/her proposal is routing. However, significant changes to the budget and budget justification will not be permitted, as these may have already been reviewed and approved during the routing process. A significant budget change includes, but is not limited to the following:

1. change in PI, co-PI and/or key personnel effort
2. 25% reduction or increase in budget requested
3. Inclusion/addition of a subrecipient or subcontractor
4. Inclusion or significant change in cost-share (if any)

**BACKGROUND:** Effective January 7, 2004, the Chancellor's office issued ICSUAM Section 11000 "Sponsored Programs Administration." ICSUAM Section 11000 applies to all sponsored programs applied for, awarded to and/or administered by any campus of the California State University, the office of the Chancellor, or any Auxiliary. This executive order sets policy to be followed by each of the 23 CSU campuses and any auxiliary administering sponsored programs. Article 3 of this executive order explicitly requires pre-award review and approval of proposal submissions.

**POLICY:** It is the policy of California State University, Fullerton that submissions to external sponsors cannot be made without review and prior approval by appropriate administrators and units within the campus (i.e. President's University designee) in compliance with ICSUAM Section 11000. For this reason, the university has implemented the "Extramural Grant and Contract Proposal Submission Timeline Policy."

General questions about this policy can be directed to the AVP-ORSP Chris Liu at [cliu@fullerton.edu](mailto:cliu@fullerton.edu).