

## **Policy on Approval and Submission of Proposals and Acceptance of Awards**

**Revised 11/26/2013**

### **Background:**

Chico State Enterprises is responsible for all externally funded projects/programs, including proposal development, proposal submission, award negotiation and acceptance, award management, project closeout and audit. The CSU Chancellor's Office Executive Order 890 and the campus policy, EM 07-13, implementing it, require that all proposals be routed to various campus administrators for review and approval before they are submitted or awards are accepted.

Sometimes awards vary significantly from the proposals that were originally approved through the campus approval process. Such situations may cause problems when the award varies significantly in the areas of assigned time and/or cost share.

The following policy will govern (1) the approval and submission of proposals and (2) the acceptance of awards which vary significantly enough from the original proposals that they require further review and approval before project work begins.

### **Policy Statement:**

Approval and submission of proposals: As set forth in Executive Order 890 and the campus implementing policy, EM 07-13, proposals seeking external funding must receive **prior approval** through the campus process coordinated by CSE and be submitted through the CSE. All proposals, including pre-applications, must have CSE budget approval prior to submission. A proposal is routed to the Project Director, Co-director(s) department chair(s), dean(s), and/or administrative supervisor(s) of the faculty/project director's/co-director's college/department/administrative home, to the VP for Business & Finance or designee and to appropriate special campus services (i.e., ATEC, Regional and Continuing Education, GIC, SRC) for approval, including any assigned time and/or cost share provided in the proposal. See EM 07-13 for details about the approval process for proposals prior to submission.

Acceptance of awards: Once the award notification (i.e., grant award, agreement or contract, purchase order, or letter of intent) is received, it must be reviewed and approved by CSE prior to beginning work on the project. For grants and contracts with an award value in excess of \$50,000, where the release time and/or cost share change monetarily in excess of 25% from the proposal, CSE will secure written approval for accepting the award from the project director and the project director's immediate supervisor(s) as well as from CSE's director. The immediate supervisors for faculty are their department chairs and college deans.

**Definitions:**

Release time: When a university employee/faculty member is released from University appointed duties in order to work on a grant or contract.

Award: A document that officially declares a proposal is funded, provides detail about the award and contains the necessary approval signatures.

Cost share: Costs provided by the recipient or third parties or in-kind services that are required to support a grant or contract.

Project Director/Principal Investigator: Faculty or staff submitting the proposal and responsible for conducting the project once awarded. In the case of multiple project directors, "co-director" is used.

**A reminder about deadlines:**

Due to the volume of proposals submitted for external funding, CSE should be notified as soon as the decision is made to develop a proposal. Proposers should also notify their immediate supervisor(s) once the decision is made to submit a proposal. To provide better service and meet the required approval and proposal deadline(s), a detailed (line item) budget and at least a draft narrative for all pre-proposals, letters of intent and proposals should be submitted to Chico State Enterprises, **no later than ten (10) working days** prior to the program deadline. Doing so guarantees proposers the full range of CSE services, the time needed to make any changes and secure the required approvals prior to submission. If a proposal arrives later than this deadline, CSE cannot guarantee timely submission.

**When electronic proposal submission is required, additional advance time may be required to meet the submission deadline.**

If Federal Express mailing is necessary, CSE must receive the completed proposal, with all required administrative approvals, by noon of the day before the deadline. This will allow CSE the time necessary to copy and package the proposal. Again, if this deadline is not met, CSE cannot guarantee timely proposal submission.