Revised Proposal Submission Approval Process

Approval of University Match Commitments – Before submission to OSP

Faculty who are submitting proposals with an institutional match must obtain a support letter committing to that match from the appropriate institutional officials (chair → dean → AVP Research (where applicable) → provost) before submitting the grant package to the Office of Sponsored Programs. Requests for institutional matching commitments must be submitted four weeks prior to the sponsoring agency deadline, and ***must include a draft of the project budget***.

Approval by signing official (DSU president)

The DSU president (or their designee) is the Institutional Signing Official for Delaware State University. This signature must be obtained before grant proposals can be submitted. To allow sufficient time for grant proposals, to be evaluated, the proposal package must be in OSP by Friday morning, 1week before the grant is due. All proposal packages must be delivered by the OSP to institutional signing official **every Monday by the close of business**. If the submission is approved, the documents will be signed by close of business Thursday. PIs whose agency deadline is earlier than Thursday afternoon, must submit their proposal package to OSP two Fridays before the deadline.

The proposal package for signature must include the following 5 elements:

1. Internal Processing form with all required signatures except that of the Institutional Signing Official
2. OSP-approved budgets, budget justifications, and letters documenting the DSU institutional commitment
3. A 1 page proposal summary or abstract
4. Draft of the proposal including the facilities and resources section
5. If there is a subcontract, all subrecipient documents including budget, budget justification, statement of work, and subrecipient point of contact

If there are any documents for which the agency requires a "live" signature of the signing official, those documents should be submitted with the proposal package or submission of the proposal will be delayed.

Approval of proposal package by OSP

OSP staff will approve the proposal documents and submit them for final approval by the Institutional Signing Official. The proposal package can't be submitted for signature until the IPF, final budget, facilities and institutional commitment are approved. PIs should submit their IPF, budget, support for institutional commitment, 1 page summary and proposal draft to OSP by ***Friday morning the week before the grant the is due*** to allow sufficient time for the OSP staff to process the proposal package for submission to the Provost's office by Monday afternoon. Proposals received on Monday may not be signed before Thursday, so PIs must take that into account when preparing for submission.

Once the DSU Signing Official Has Approved the Proposal for Submission

No changes to the budget, budget justification, institutional commitment or effort of personnel will be allowed after the signing official has approved the submission. If budget

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or effort changes are necessary, the submission must be returned to the signing official for approval of the revised submission. Once the signing official has approved the submission, OSP staff will work with the PIs to prepare the final proposal for submission to the agency.

Sponsoring Agency Deadline

PIs must submit the final proposal application with all documents required by the sponsoring agency to OSP no later than 8:30 am the day of the sponsoring agency deadline. OSP staff will do a final review and once they are satisfied that the proposal is complete, includes all required signatures, and complies with all university and agency requirements, OSP will submit the proposal to the agency.

To allow OSP time to manage their workload, the final version of the entire proposal must be released to OSP by 8:30 am on the submission day. If proposals are released for submission later, there may not be sufficient time for OSP to submit the proposal by the agency deadline.

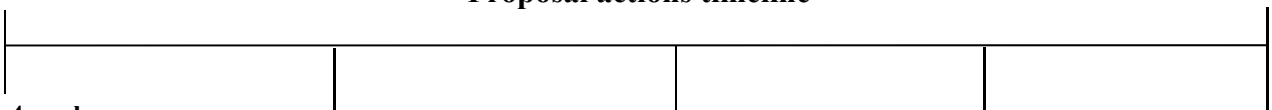
If the application is to be submitted by the PI (select agency portals or mailing of paper applications), OSP will contact the PI to give them approval to submit. **PIs may not change the budget, budget justification, institutional commitment, project scope or effort of personnel in their proposal once OSP has given the approval to submit.**

Adherence to Deadlines and Allowable Post-Signature Modifications

The university may withdraw a proposal or decline a grant award if a PI modifies the budget, university commitment or scope of work of a proposal after approval by the signing official, and does not disclose those modifications to OSP. A PI who makes such undisclosed modifications will be considered a compliance risk and for future proposals will be required to submit the final version of the entire proposal two weeks before the submission deadline.

Due to the time required to process proposals and get approval from the signing official, IPFs and budgets must be submitted to OSP in time for them to ensure that budgets are correct before submitting the package to the provost's office by COB Monday. If there are extenuating circumstances and a PI is unable to meet the deadline, the PI may request exceptional processing. Exceptional processing request must be made via email to the Associate VP for Research. Requests for exceptional processing will be evaluated based on the reason for the delay, the size of the potential award and its value to the university, whether the submission has been invited by the agency, and if the opportunity is a limited submission.

Proposal actions timeline



4 weeks
PI to get commitments for institutional match from chair, dean & provost's office. Requires drafts of budget and support letters

At least two weeks before proposal due date
Send Internal Processing Form (IPF), budget, budget justification and 1 page proposal summary to department chair & dean for signature

COB Friday - proposal due date
PI sends IPF, budget, budget justification, 1-page proposal summary & other supporting documents (proposal draft) to OSP for approval

COB Monday
If budget is approved by OSP, the IPF, budget information & supporting forms are submitted to Provost's Office for Signing Official approval

Due Date
Final version of complete application released to OSP no later than 8:30 am on the deadline day for submission to sponsoring agency

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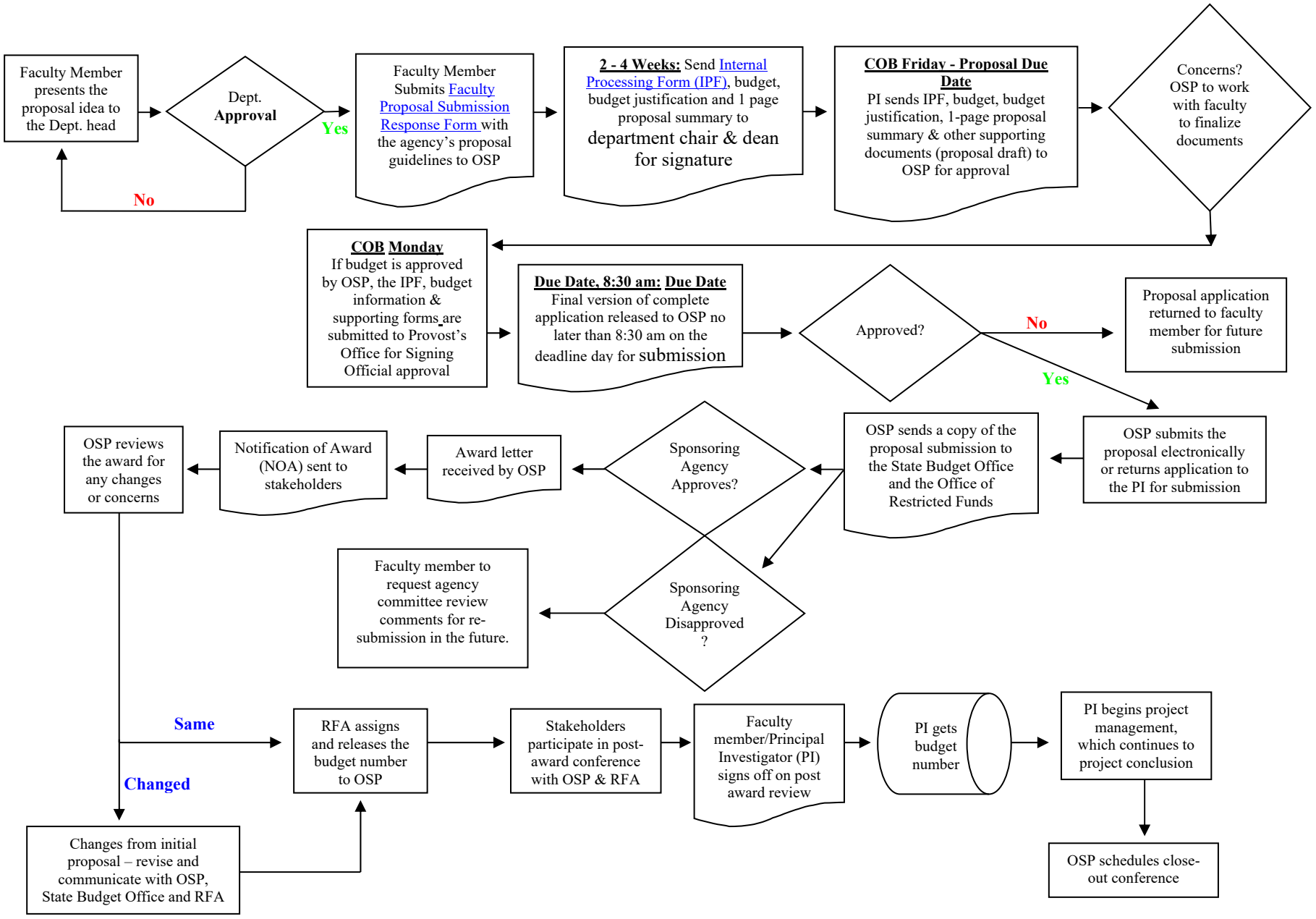
Office of Sponsored Programs Proposal Process