

All proposals submitted to external sponsors must be signed by an authorized institutional representative. The President or his designee is the authorized representative for Lawson State Community College. Because awards are made to the college and not to the individual faculty member, this endorsement indicates to the sponsoring agency that the proposal has institutional approval and that the college will take responsibility for the project. .

### **Full Proposals/ Routing/ Approvals**

The Proposal Review/Routing Form, is to accompany all proposals submitted to OSP for institutional endorsement. In addition to reflecting the approval by the department, college, school, institute or center involved, the routing form also provides the OSP with information necessary to maintain an accurate and full accounting of all proposal submissions for institutional records. The OSP will not process a proposal without the accompanying Proposal Review/Routing Form. It is the responsibility of the PI/PD to initiate the form and obtain the necessary signatures (generally the PI/PD, the department chairman, the dean, etc.).

Lead time required for review of a proposal varies with its length, complexity, completeness, accuracy, and the care taken in its preparation. It also depends upon the number of other proposals being processed by the OSP when it is received. To allow sufficient time for corrections/ revisions, unexpected problems, and to provide greater assurance that the target deadline will be met, the proposal developer should allow at least seven (7) full working days from the time the proposal is submitted to OSP. Proposals which contain unique or unusual requirements (e.g. letters of support, teaming agreements) may require additional lead time.

The PI/PD must route the proposal through the appropriate University officials whose review and approvals are required prior to the submission to the prospective funding agency. This review is concerned with the following factors:

- The substance and merit of the proposal. This review includes the academic appropriateness and desirability of the proposed project as a sponsored activity
- The commitments of faculty and staff time. It is important that the possible effects on the teaching and other obligations of the personnel are clearly detailed
- The proper approach to salary arrangements. If summer employment and/or release-time are included, the college must make certain that both the rates and time factors are accurate
- The availability of space and facilities. The college will want to make certain that these requirements are both appropriate and available
- The appropriateness of the budget. It is important to verify that all costs, including indirect costs, have been taken into consideration.