

## Proposal Submission Timeline Effective Date 9/1/19

10 business days prior to sponsor deadline a **complete** proposal intake form must be submitted to RA

7 business days prior to deadline, **final** administrative\* portion due, draft technical due

RA has 3 business days to conduct review of proposal requirements

4 business days prior to sponsor deadline, submission to SPO  
  
If late, PI must submit late request to VCR

SPO has 2 business days to review institutional requirements and respond to RA/PI

RA/PI have 1 business day to make needed changes to institutional requirements

8 hours prior to sponsor deadline, final submission to SPO

**Total process time = 10 business days prior to sponsor deadline \*\***

\*A business day is Monday through Friday from 8 am until 5 pm. If the RA does not receive the final administrative portion by the deadline, complete proposal review cannot be guaranteed and the quality of the submission may be impacted. The administrative portion of a proposal can often be quite large/detailed including but not limited to: the budget and budget justification; biographical information about the key project personnel; current and pending support; a description of the facilities, equipment, and other resources that will support the project, Letters of Support/ Participation, a Data Management Plan and/or Postdoctoral Mentoring Plan. For proposals to NSF and PHS (or other sponsors that have adopted the NSF or PHS financial disclosure requirements), it also includes the Subrecipient Commitment Form (Non-FDP Pilot Institutions) or FDP Pilot Subrecipient Project Information for each named Subrecipient.

\*\*Note that if the proposal is over \$10 million and/or has numerous collaborative partners/sub-recipients the SPO/RA team should be contacted at least three weeks before the sponsor deadline.

## ProS Pre-award Team Tasks

- Interpret sponsor and University regulations regarding the solicitation, contact sponsor when necessary for clarity on required proposal submission documents and guidelines
- Work with PIs to prepare the administrative portions of the proposal, including the budget
- Work with PIs to prepare the budget for Limited Submissions
- Assist PIs on Limited Submission Proposals to SPO (selected/invited to submit for the full application)
- Ensure that the proposal complies with the specific Program Announcement
- Liaison the Exceptional PI Status Requests with PI and Fellows (i.e. Postdoc Fellows)
- Set Phoebe access for Graduate Students, Postdocs, new Faculty and others as required
- Request Temporary Guest ID for new Faculty and Postdocs for Phoebe
- Request and/or affiliate eRA Commons ID via SPO at the proposal stage
- Submit proposals to SPO via Phoebe
- If a complete administrative proposal is submitted to SPO by the “day 4” deadline, the RA will work with the PI to correct the proposal accordingly to incorporate SPO feedback. If a proposal is submitted after the “day 4” deadline (a late proposal), the RA cannot guarantee further assistance will be available to correct the proposal. Submission on this timeline will be considered “as is”
- Provide the PIs with information so that they can submit a Late Proposal Request to the VCR
- Liaison human subjects and animal use approvals with SPO and PI during Just in Time (JIT) stage
- Prepare and submit Other Support Docs and JIT Docs (i.e. Current & Pending and FCOI) to SPO – Pre is the lead for JIT, Post is the lead for progress report. PI should edit and review for accuracy
- Review Other Support and JIT Documents to make sure that Committed Effort (in person months) is correct
- Prepare a revised proposal budget as required by the sponsor (before notice of award)
- Coordinate and submit “After-the-Fact” proposals to SPO (i.e. proposals previously submitted to the sponsor by the PI without SPO’s official review)
- Follow up with SPO on pending proposals that have been submitted as needed
- Forward award document received from the sponsor to SPO for processing
- After receiving a gift, liaison with PI to submit necessary paperwork to Dept./College and University Relations (Donor & Gift Services), such as check, 700U, COI, and Research Compliance Addendum
- Work with the PI to submit Fund Advance paperwork to SPO as needed
- Work with the PI and SPO when funding is being transferred from another institution to UCB

## SPO Pre-award Team Tasks

Four business days prior to the proposal deadline SPO will:

Review sponsor solicitations and guidelines to verify:

- Institutional eligibility
- No terms/conditions described in the proposal guidelines or related documents will prevent the submission of the proposal/acceptance of a future award

Review Berkeley proposals to confirm:

- Institutional approval of Limited Submission proposals
- Costs are appropriate/justified under federal cost principles and/or UC policy
- The F&A rate and base is appropriate/calculated correctly
- Any deviation from the federally negotiated F&A rate has been justified/uploaded into Phoebe
- All University rates included in the budget are accurate (e.g. fringes, GAEL)
- The amount and source of any/all cost sharing is approved/documented.
- University identifying information is correct on sponsor forms
- Statements/disclaimers/other information provided about the University are accurate (e.g. F&A rate, A-133 Audit, the University's definition of a year, etc.)
- All required internal forms and documents are provided (e.g. letters of support/participating from named consultants, subrecipient commitment forms, Fair and Reasonable Cost Analysis and Sole Source Justification for Federal Contract proposals)
- No other institutional risks need to be addressed by the PI/Dept. before submission (e.g., export control, human subjects, animal subjects, and conflict of interest)

See [Overview of Institutional Proposal Review by SPO](#) for more information

Upon receipt of the final proposal from the PI/RA, **8 Business Hours prior to the deadline**, SPO will verify that all institutional questions/issues previously identified have been resolved and that no submission errors identified by available sponsor software will prevent the successful submission of the proposal.

