

**POLICY AND STANDARD OPERATING PROCEDURE  
HIGH POINT UNIVERSITY  
RESEARCH ADMINISTRATION AND SPONSORED PROGRAMS  
PROPOSAL PROCESSING**

**Inception Date: April 24, 2013**

**Modification Date: June 25, 2013**

**Title: Proposal Processing**

**I. Policy:**

Sponsored research proposals shall be reviewed and approved by Department Chairs, Deans, and the Director of Research Administration and Sponsored Programs (RASP). The RASP Director is the High Point University (HPU) Authorized Organizational Representative (AOR). All proposals must have AOR for the proposal to be binding upon HPU.

**II. Roles and Responsibilities**

a. Principal Investigator: To prepare proposals in accordance with RASP, Department, and College/School guidelines and disclose all conflicts of interest.

b. Department Chair: To review and approve a Principal Investigators' proposal within his/her department. Considerations include:

1. Does the proposed project fit with the department mission?
2. Is the faculty member able to complete this project at the level of defined effort given his or her other HPU obligations?
3. Are there sufficient resources to carry out the proposal? This review includes resources currently available at HPU and any equipment or materials and supplies purchased during the project.
4. Does this proposal need review by HPU's compliance committees?
5. Is any proposed cost share acceptable and are these funds available during the proposed period of performance?

c. Dean: To review and approve a Principal Investigators' proposal within his/her college or school. Considerations include:

1. Does this proposed project fit with the College/School's mission(s)?
2. Are the cost sharing commitments made by the Department appropriate and acceptable?
3. Does the budget fully reflect the costs necessary to successfully perform on the project?

d. RASP: To review and institutionally approve proposals. Considerations include:

1. Have all non-compliance committee compliance-related issues been addressed (i.e. export control, etc.)
2. Is the budget complete and accurate?
3. Have all institutional approvals been received?
4. Have all conflicts of interest identified and managed?

e. Compliance Chairs: To review and approve all proposals that fall within their purview (Institutional Review Board, Institutional Animal Cause and

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Use Committee, Institutional Biosafety Committee)

III. Proposal Types:

- a. Federal: Federal proposals will be proposed and managed using Cayuse 424.
- b. Non-Federal: Non-federal proposals may be routed and managed through email.

IV. Procedure:

- a. A Principal Investigator will complete his/her proposal and route it to the Department Chair and Dean for review and approval.
- b. For all non-federal proposals, following Dean approval, the Principal Investigator will send the proposal to RASP for review and approval.
- c. RASP must receive a fully routed proposal no later than five days before the Request For Proposal's (RFP) submission date. Proposals received less than five days before the submission date may adversely impact RASP's review quality.
- d. Unless otherwise provided for in the RFP, compliance committee approvals are not required before proposal submission. However, a project may not start, even if an award is made, until all applicable compliance committees grant their express written approval of the associated protocol/application.
- e. After RASP review and approval, the proposal may be submitted by RASP or otherwise as requested by the Principal Investigator.
- f. RASP will log all proposals into the Research Administration Database (RAD).

VII. Limited Submission

- a. When a RFP limits the number of institutional submissions, the following guidelines are to be followed:
  1. Interested faculty must submit a brief pre-proposal via email to the RASP Director, with copies to their Department Chair and Dean within 60 days of the RFP deadline.
  2. If fewer than the allowed number of pre-proposal applications are received, the normal process for proposal processing shall be followed.
  3. If more than the allowed number of pre-proposal applications are received, the following process will be implemented:
    - i. Pre-proposal applications will be reviewed on merit. However, if multiple eligible applicants are within one division, the dean of that division will rank the applications on behalf of that

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division. This doesn't preclude multiple applications from within the unit.

- ii. An ad-hoc committee composed of no less than three faculty designated by the Provost will be constituted to review and rank the pre-proposals. The committee will review the re-proposals and make a recommendation to the Provost within a two-week timeframe.
- iii. The RASP Director will notify the faculty and appropriate officials (deans, department chairs, etc.) as to which proposals are to be submitted on behalf of HPU.