

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

Inception Date: April 24, 2013

Modification Date: September 7, 2021

Title: Proposal Processing

I. Policy:

- a. 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 approval 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 for the study team.
- b. Department Chair: To review and approve a Principal Investigators' proposal within his/her department. Considerations include:
 - i. Does the proposed project fit with the department mission?
 - ii. Is the faculty member able to complete this project at the level of defined effort given his or her other HPU obligations?
 - iii. 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.
 - iv. Does this proposal need review by HPU's compliance committees?
 - v. 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:
 - i. Does this proposed project fit with the College/School's mission(s)?
 - ii. Are the cost sharing commitments made by the Department appropriate and acceptable?
 - iii. Does the budget fully reflect the costs necessary to successfully perform the project?
- d. RASP: To review and institutionally approve proposals. Considerations include:
 - i. Have all non-compliance and compliance committee related issues been addressed (i.e., export control, etc.)?
 - ii. Is the budget complete, accurate, and comply with sponsor regulations?
 - iii. Have all institutional approvals been received?

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- iv. 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 Care and Use Committee, Institutional Biosafety Committee).

III. Proposal Types:

- a. Federal:
 - i. Federal proposals will be proposed and managed using Cayuse Sponsored Programs.
 - ii. The Principal Investigator will also utilize Cayuse 424 for submission if the federal sponsor is the National Institutes of Health or the Department of Defense.
 - iii. The Principal Investigator will prepare the application in the federal submission portal and provide RASP access if the proposal is not one that utilizes Cayuse 424 for submission.
- b. Non-Federal:
 - i. Non-federal proposals will be proposed and managed using Cayuse Sponsored Programs.

IV. Procedure:

- a. A Principal Investigator will complete his/her proposal and route it in Cayuse Sponsored Programs which automatically routes the proposal to the Department Chair and Dean for review and approval.
- b. RASP must receive a fully routed proposal no later than ten (10) business days before the submission deadline. Proposals received less than ten (10) days before the submission date may adversely impact RASP's review quality.
- c. Unless otherwise provided for in the sponsor guidelines, 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.
- d. After RASP review and approval, the proposal may be submitted by RASP or otherwise.
 - i. All federal proposals are submitted by RASP
 - ii. Submission responsibility for non-federal applications will fall to RASP in most cases unless there is a required portal only the Principal Investigator has access to.

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V. Limited Submission

- a. When a funding announcement limits the number of institutional submissions, the following guidelines are to be followed:
 - i. 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.
 - ii. If fewer than the allowed number of pre-proposal applications are received, the normal process for proposal processing shall be followed.
 - iii. If more than the allowed number of pre-proposal applications are received, the following process will be implemented:
 1. 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 division. This doesn't preclude multiple applications fromwithin the unit.
 2. An ad-hoc committee composed of no less than three faculty designated by the Vice President for Research and Planning will be constituted to review and rank the pre-proposals. The committee will review the pre-proposals and make a recommendation to the Vice President for Research and Planning within atwo-week timeframe.
 3. 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.