

Baruch College

Grant Proposal Submission Policy

Effective 9/1/2020, this policy defines the deadlines for submitting applications for sponsored funding to SPAR in advance of the funding agency deadline, and the associated level of review conducted by SPAR Research Administrators based on the timing of proposal submission to SPAR. This policy will apply to all applications for external funding, regardless of funding source (federal and non-federal) or submission method.

Policy Statement

It is the policy of Baruch College, CUNY that a complete and final proposal package, accompanied by all necessary School approvals must be received by the Office of Sponsored Programs and Research (SPAR) at **least five (5) full business days prior to the sponsor's due date (or, for electronic submission, due time)**. This is to ensure there is sufficient time for a thorough* review prior to submission to the sponsoring agency.

The sponsor's due date is defined as the date and time outlined by the sponsor in their RFP. In cases where Baruch College is a subcontractor/subaward, the sponsor's due date will be determined by the submitting institution.

In the event that Baruch College internal deadlines are not met **and** SPAR has insufficient time for a minimal* review, the proposal will not be submitted.

In order to ensure that every proposal is of the highest quality for submission and potential success, SPAR would ask that the following engagement timeline be followed. The sooner SPAR is involved the better the outcomes.

When to Contact SPAR (in Advance of Sponsor Deadline)	As soon as known or at least 10 Business Days before due date	5 Business Days	2 Business Days
What to send to SPAR?	<ul style="list-style-type: none"> • Notice/e-mail of intent to submit a proposal. 	<ul style="list-style-type: none"> • Completed Internal Approval form. 	<ul style="list-style-type: none"> • Final Application must be submitted with any revisions/recommendations requested by SPAR
	<ul style="list-style-type: none"> • Funding Opportunity Announcement (FOA) link 	<ul style="list-style-type: none"> • Compliance documents (COI, RCR, IRB proof, <i>where applicable</i>) 	
		<ul style="list-style-type: none"> • Complete Application Narrative & all other technical components of proposal. 	
		<ul style="list-style-type: none"> • Final Budget and Budget Narrative/Justification 	

*Thorough review constitutes:

1. Discussion with the PI regarding project goals, budget alignment with said goals for maximization of project outcomes per the RFP.
2. Assessment for compliance with all Baruch College, CUNY and Federally required research compliance requirements applicable. i.e. IRB, IACUC, COI, RCR and Export Control.

*Minimal review constitutes:

1. *Ensuring all proposal components are present and formatted per the RFP.*
2. *Proposal is in compliance with Baruch College, CUNY and Federally required research compliance requirements applicable. i.e. IRB, IACUC, COI and Export Control.*

Reason for Policy

The timely submission of proposals ensures sufficient time for the thoughtful consideration and review of proposals for compliance with college and sponsor policies. It is necessary to verify a proposal's compliance with those requirements, as well as ensure an overall level of quality assurance, prior to the application's deadline. Allowing adequate time for SPAR to conduct a thorough review will provide opportunities for proposal corrections to be made, if necessary, and enhance the overall opportunity for proposal success.

Who must comply

All Baruch faculty members or administrators submitting grant proposals.

Responsibilities

Principal Investigators are responsible for knowing and understanding the **five (5) day submission deadline** under this policy. They are responsible for engaging with SPAR as early in the process as possible and for preparing proposal narratives in sufficient detail and sufficiently in advance to allow adequate review. Principal investigators are responsible for understanding that proposals require their collaboration for the development of project budgets and administrative elements of proposals, such as curricula vitae, reports of other commitments of the investigator, and the documentation of commitments from co-investigators or collaborators at other institutions.