Proposal Submission Guidelines

The Office of Research (OOR) and Sponsored Research Services (SRS) strive to provide all TAMUS researchers with excellent research administration services. Pre-award (proposal) administration is a complex process that requires sufficient preparation time prior to any, formal or informal, submissions to sponsors. Adequate preparation time will ensure that sponsor requirements, System Member rules, standard administrative procedures (SAPs) and/or guidelines are followed; and high-quality proposals are submitted by the sponsor's deadline. OOR/SRS is able to add the most value to the proposal submission process when sufficient time is available to prepare OOR/SRS generated portions of the proposal, and to conduct a thorough quality review. To ensure that OOR/SRS provides researchers with the highest level of support we recommend the following guidelines for proposal submissions:

1. **Initial contact with OOR/SRS**
   a. It is never too early to notify OOR of your proposals plans no matter how preliminary and/or tentative they may be. For simple proposals (no subcontracts or cost share), a minimum of **4 weeks prior to the submission** deadline is preferred. This will allow OOR 1 week to prepare/collect the minimal Maestro routing documents: draft budget, budget justification and project summary/statement of work.
   b. Once the minimum Maestro routing documents referenced above have been collected by OOR they are forwarded to the SRS proposal administrator to be officially logged in Maestro. SRS requests a **minimum of 3 weeks prior to submission date** to finalize the proposal for submission.
   c. Complex proposals (e.g. the proposal contains subcontracts or cost share/match, etc.) or solicitations containing terms and conditions needing pre-approval, may need additional preparation time (longer than 3 weeks). Therefore, researchers are encouraged to contact OOR/SRS *as soon as possible to facilitate the proposal submission.*
   d. The initial communication should include the sponsor proposal announcement as well as estimated start and stop dates and a tentative title. These are minimal requirements in order to log the proposal in Maestro and can easily be changed later if necessary. In the event that an announcement is not available, the communication should include sponsor name, program, deadline and other critical elements of the proposal so that OOR/SRS may assign a proposal administrator to facilitate the submission.

2. **Preparation of Administrative portions of the proposal** - SRS requests the following documents (when applicable) **10 business days** in advance of the sponsor deadline:
   a. Budget
   b. Budget justification
   c. Draft project summary or statement of work (to use in routing to obtain system member approval)
   d. Relevant approved waivers
   e. Subcontract documents
   f. Biosketches
   g. Current & pending
   h. Data Management Plan

       i. Facilities & Equipment

3. **Technical Portions of the proposal** - All technical portions of the proposal should be submitted to SRS, in final format, no later than 5 business day prior to the sponsor deadline.

4. **SRS pledge to the research community**
    - Proposals in final format received at SRS by the timeline outlined above will receive a complete and thorough quality review by the SRS Quality Review team.
    - Proposals completed and submitted to SRS *late or outside the referenced timeline*, SRS will work with the PI to make necessary changes to ensure that the proposal is administratively compliant only; no formal quality review will be provided.
    - SRS pledges to submit proposals meeting the timeline described above, with limited exceptions, prior to the sponsor's deadline.
    - SRS staff will make every effort to submit all proposals. If a proposal is received outside of the requested timeline, the researcher will assume any risk for proposals found to be non-compliant.

5. **Agency Deadline** - Unless the deadline is specifically defined as earlier than 5 p.m. by the sponsor, the submission deadline **for SRS is 5 p.m. local time on the sponsor's specified deadline date (even if the sponsor allows submissions beyond 5 p.m.).**

6. **Approvals** - If a proposal is submitted to the sponsor without SRS or System Member review (Maestro routing), the proposal may be administratively withdrawn if it is determined to be non-compliant with the TAMU System Member rules, SAPs or guidelines.