

PROPOSAL APPROVAL AND SUBMISSION OVERVIEW

Authority to Submit

Proposals for externally-sponsored projects (e.g., grants or contracts) that will be awarded to CSU Channel Islands must be submitted by CI's of Research and Sponsored Programs (RSP) on behalf of the University and an eligible Principal Investigator (PI). Proposals for sponsored projects that will be awarded to the CSU Channel Islands Foundation must be submitted by CI's Advancement Staff on behalf of the Foundation and an eligible PI. When a sponsor prefers direct submission by the PI, the PI may submit but only after the proposal has been approved through the university Proposal Administrative Review (PAR) Process. Any proposal not submitted in accordance with the above process will lack necessary institutional approvals and therefore cannot form the basis for an award.

Submission Entity

As a general rule, grants to public sponsors (federal, state, and local government) and internal CSU subaward competitions are submitted through the University. Grants being submitted to philanthropic entities and/or corporate giving programs may be submitted through the CI Foundation. In the cases where the CI Foundation acts as the Sponsored Programs Administrator (SPA), it must abide by EO 890 and all applicable federal, state, CSU, CI and sponsor regulations.

When RSP receives an Intent to Apply form that lists a private foundation sponsor, RSP staff will forward that Intent to Apply to Advancement Staff to allow them the opportunity to submit through the Foundation. The AVP for Financial Services signature on the PAR form during the PAR process will constitute university Authorized Official approval of submission through the CI Foundation.

Approvals Required on all Proposals

Executive Order 890 requires that proposals seeking external funding must receive prior approval through the campus Proposal Administrative Review (PAR) process coordinated by RSP. At minimum all proposals must receive approval to submit by the AVP for Financial Services (through delegation by VP for Business & Financial Affairs, who is delegated by the President). The PIs Program Chair/Supervisor, Dean/AVP, VP (or his/her delegate) and RSP and Financial Services staff are all provided the proposal and serve as courtesy reviewers. Because Deans are ultimately responsible for any potential disallowed expenditures or overspending, Deans/AVPs and VPs have the authority to recommend that a proposal not be submitted, with the final decision resting with the division VP. Other courtesy reviewers provide feedback on the proposal, budget or other items for improvement of the proposal quality or raising of potential institutional issues related to the proposal. On rare occasions when the timeline does not allow for a full routing of proposals prior to the submission deadline, the AVP for Financial Services, Senior Research Officer (or his delegate), VP for Advancement (or her delegate) can authorize proposal submission on an emergency basis. In these cases, the proposal must undergo a complete proposal administrative review and receive approval prior to the acceptance of funding.