

## **Grant Proposal Development Timeline**

The guidelines below apply to all grants for Shepherd University. Grants pursued under the Shepherd Entrepreneurship and Research Corporation (SERC) or the Shepherd University Foundation must follow the guidelines of those entities respectively.

### **6 – 12 Weeks Before Sponsor Deadline (or earlier if possible!)**

- Inform your Dean and Department Chair of your intent to develop and submit the proposal
- Initiate any required sponsor application system registration(s) for yourself and any co-applicants. Verify with OSP that Shepherd University has necessary institutional registrations (we have current institutional registrations for most major agency systems, including a DUNS number, active SAM.gov registration, Grants.gov, FastLane, Research.gov and others)
- Complete and submit an OSP [Grant Proposal Initial Review form](#). Upon completion, OSP will contact you within 3 business days to schedule a meeting to discuss timeline, your specific needs and overall proposal strategy

*Note: Proposals developed with at least this much lead time allow OSP to offer extensive support and assistance with proposal development including strategy and logic model development and refinement, interfacing with sponsor representatives and program officers, budget development, reviewing proposal to ensure sponsor guidelines are thoroughly and clearly addressed, editing and refining the proposal narrative and assisting with other key aspects that will help your proposal be as polished and competitive as possible.*

### **4 – 6 Weeks Before Sponsor Deadline**

- Obtain any letters of support/commitment, MOUs, etc. from external partners that are required by the sponsor
- Obtain any letters of support/commitment, MOUs, etc. from Shepherd University partners and/or administrators that are required by the sponsor
- If your proposal includes:
  - the use of human subjects, begin IRB review process (most sponsors allow for proposal submission with a “pending” status of IRB review, but verify requirements in guidelines)
  - the use of animals, begin IACUC review process (most sponsors allow for proposal submission with a “pending” status of IACUC review, but verify requirements in guidelines)

- a cost share requirement, obtain commitment in writing (email is sufficient) from the dean, department chair or other administrator responsible for the resource commitment (funds or in-kind match) and submit to OSP

*Note: Proposals initiated with at least this much lead time still allow OSP to still offer significant support (depending on workload and other proposals in the pipeline) with proposal development, including review of the proposal to ensure sponsor guidelines are thoroughly and clearly addressed, budget development, editing and refining the proposal narrative and assisting with other key aspects.*

### **2 – 4 Weeks Before Sponsor Deadline**

- Finalize project budget and budget justification (OSP will assist as needed), submit to your dean, department chair and OSP for review
- Work with OSP to complete necessary campus reviews if your proposal includes:
  - Hiring full or part-time staff (including student employees)
    - Human Resources must approve position description and proposed salary
    - Dean and/or department chair must approve proposed space and equipment (computer, phone, etc.) allocation for new position(s)
  - Purchasing equipment (per-unit cost of \$1,000 or more)
    - Procurement must approve purchase, ensure WV State procurement guidelines are met (multiple vendor quotes obtained, vendor eligibility verified)
    - Facilities must be consulted regarding any necessary space and/or building alterations required. The source of funding for alterations must be identified if not covered by grant
  - Course-release or reassign time for you and/or co-applicants or project partners
    - Dean and department chair (or direct supervisor) must approve proposed course-release(s)
  - Consultant fees/contracted services above WV State competitive bid threshold
    - Procurement must approve proposal language and post-award plan for seeking and securing contract services
  - Technology needs
    - IT must be consulted regarding any proposed technology purchase, whether hardware or software

*Note: Starting to develop a proposal within this timeframe (4 weeks or less) carries some risk, and starting a complex, federal or major (\$100,000 or more) proposal with this amount of lead*

*time is not recommended. Key aspects of your proposal may not be ready in time to allow sufficient institutional review and possible revision, which may cause you to miss the submission deadline. Additionally, your proposal may require diverting attention from proposals your colleagues have been developing, and proposals initiated with sufficient lead time will be granted priority for review and support. Depending on workload and other proposals in development, OSP will still make every effort to review your proposal to ensure sponsor guidelines are thoroughly and clearly addressed and assist with budget development.*

### **2 Weeks Before Sponsor Deadline**

- Send your near-final narrative to OSP for review if you haven't already (the earlier we receive it, the more we can help)
- Complete all additional documents required by sponsor, including biosketches, conflict of interest disclosure forms, current and pending support forms, etc.
- Work with OSP to complete the [Pre-Submission Proposal Routing Form](#). OSP will assist with identifying and securing necessary reviews and approvals

*Note: Starting to develop a proposal within this timeframe (2 weeks or less) is strongly discouraged, and will require exceptional approval from the Provost to proceed.*

### **1 Week Before Sponsor Deadline**

- Submit all final proposal materials (narrative, project summary, budget, budget justification, required attachments and/or forms, etc.) to OSP for final review and submission **at least 4 business days prior to sponsor deadline**

OSP should always administer the final submission of a grant proposal, however, if a sponsor's submission guidelines or submission system only permits submission from a principal investigator or project director, a copy of all final materials must be submitted to OSP **prior** to final submission. Faculty and staff are not authorized to sign or certify any submission documentation on behalf of Shepherd University, only the Director of OSP or his/her designee may do so. Should a proposal be selected for funding that was not reviewed and approved by OSP prior to submission, the University may decline to accept the funds awarded.

Every effort will be made to successfully submit your proposal, however OSP cannot be held responsible for submission of final proposal documents that are transmitted to our office less than 4 full business days before the sponsor deadline. Preparing a grant proposal requires a great deal of time and effort from principal investigators and project directors. However, when final proposal documents are submitted to OSP late or at the last minute, there is a significant risk of

submission failure. This failure can arise for reasons including errors in forms and documents, submission system or connection issues, weather-related delays, etc. and last-minute submissions do not leave any time to address or correct issues that may arise. As a result, the funding agency may return the proposal without review or the submission of the proposal may fail if the deadline is passed. It is important to allow OSP sufficient time to review final documents for compliance with sponsor guidelines prior to submission. Adherence to the guidelines above will help ensure timely final review and proposal submission while providing equitable processing times when multiple submissions deadlines are pressing. Adherence to the timelines described above will improve the quality of submitted proposals, ensure institutional compliance and, in turn, increase the success rate of all of our proposals.