

College of Medicine Proposal Guidelines

Proposal submissions for grants, contracts, subcontracts, and all other externally funded proposals must comply with the grant proposal guidelines outlined below. These guidelines are necessary to ensure adequate review and timely approval of all proposals by the College of Medicine (CoM) prior to submission to the Office of Sponsored Programs (OSP).

Due Date	Task
15 business days before sponsor due date	CoM Guidelines: Complete the CoM Proposal Routing form and send to Angelina Kelly angelinakelly@health.fau.edu . The earlier you complete the CoM Proposal Routing form, the better. 15 business days is the minimum.
10 business days before sponsor due date	CoM Guidelines: Begin internal GrantsERA routing for signatures. All documentation should be final except the research plan, which can be in draft form.
5 business days before sponsor due date	OSP POLICY: All proposals must be routed and approved by the Dept Chair and the Dean's Office via the GrantsERA portal and received by OSP no later than five (5) business days prior to the sponsor due date. All documents including budgetary items should be in final form. However, if additional time is required to edit and enhance the body of the proposal, the following documents may be submitted to OSP in draft form with the agreement that the final documents are received 2 business days prior to the sponsor due date; Proposal Narrative, Project Summary/Abstract, Statement of Work, Specific Aims, Research Strategy, and Bibliography. Please refer to OSP's proposal submission deadline policy: http://www.fau.edu/research/docs/policies/sponsored-programs/Proposal%20Submission%20Policy_Rev%2001-05-2018.pdf
2 business days before sponsor due date	OSP POLICY: All documents in GrantsERA must be the final version at this time.

CoM needs to be informed at the 15 business day mark that you are submitting an application, regardless of your role on the project (PI, multi-PI, Co-Investigator, Collaborator, Subcontractor, etc.), or who is responsible for the submission of the application (CoM, different college, or external entity).

Angelina can assist with the form pages of the application (in GrantsERA and ASSIST or other submission system) and budget but proper prior notice is required. Please be aware that applications involving other colleges or institutions will take longer so please notify earlier than 15 business days.

If your solicitation limits the number of proposals that can be submitted from FAU, please contact the Office of Research Development to request permission to submit, in addition to notifying CoM of your intent to submit a proposal.

Failure to follow these guidelines may result in your proposal not being submitted to the sponsor. OSP will not submit applications without approval from the CoM. Any exceptions to the CoM guidelines above requires approval from the Senior Associate Dean for Research. The CoM Proposal Guidelines will be reviewed annually and updated as necessary.



Janet Robishaw, PhD
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 Senior Associate Dean for Research
 Charles E. Schmidt College of Medicine, FAU

Policy effective 1/1/18
 Revised 8/15/18 <http://med.fau.edu/research/resources.php>