



UNIFORM PROPOSAL SUBMISSION PROCESS

All outgoing proposals being submitted to the attention of an external sponsor (including individual applications and Fellowships) must first be vetted through the NYIT Office of Sponsored Programs and Research (OSPAR) prior to agency deadlines to ensure compliance with institutional and external policies and regulations.

This process is uniform and applies to all NYIT campuses.

Principal Investigators/ Project Investigators (PIs) should provide OSPAR with a minimum of 30 days advance notice of their intent to apply to any private/federal/state/city sponsor.

You are strongly encouraged to engage and communicate with your designated OSPAR liaison throughout the entirety of your application process.

OSPAR provides the following services:

- Conduct a thorough review of sponsoring agency guidelines.
- Confirm eligibility requirements.
- Establish a formal submission agenda with the PI.
- Construction of electronic applications (Grants.Gov, Research.Gov/others) and completion of all required administrative assurance sections.
- Assist the PI with strategic budget development, including proper allocation of fringe benefits and Indirect Cost allocations.
- Confirm PI effort allocations.
- Subcontract coordination.
- Review final narratives to ensure alignment with sponsoring agency guidelines.
- Administer and coordinate internal review process via Cayuse SP.
- Submit proposals in accordance with internal/sponsoring agency deadlines.

OSPAR exists to assist you by ensuring your proposal is of the highest competitive quality.

INTERNAL DEADLINES

A business day is defined as 9:00 AM- 5:00 PM (EST) Monday through Friday (and does not include weekends and the NYIT holiday schedule).

30 Business Days (minimum) in advance of sponsor deadline.

PIs should provide OSPAR with a minimum of 30 days advance notice of their intent to apply to any private/federal/state/city sponsor. Advance notice will provide OSPAR staff with sufficient lead time to review the applicable agency guidelines, establish a detailed submission agenda noting internal benchmarks with the PI, coordinate sub-award arrangements with external collaborators, process cost sharing requests and coordinate internal approvals.



10 Business Days in advance of sponsor deadline

OSPAR must be in receipt of the following documents complimenting your proposal/application.

- Specific Aims/Abstract (final draft version)
- Detailed Line Budget (final draft version)
- Budget Justification (final draft version)
- Receipt of final Sub-Award commitments and application components
- Current and Pending Support documentation (when mandated by sponsor)
- Final budgets requesting cost share will be presented to Finance for review.
- OSPAR will initiate Cayuse SP approvals for all proposals requesting institutional cost share.

5 Business Days in advance of sponsor deadline

- Specific Aims/Project Abstract (Final version)
- Final detailed line budget
- Final Budget Justification
- External/Internal Letters of Support/Commitment
- OSPAR will initiate Cayuse SP internal approvals.
- President's signature: All programmatic/construction proposals or applications requiring the President's signature must be fully complete and presented to OSPAR for signature. OSPAR will present packages to the President's office.

OSPAR will work with you in the remaining time to review final proposals for compliance and coordinate submissions. Submissions will be aligned with immediate deadlines in order received.

*International Collaborations: timeline is subject to change for projects involving foreign sponsors & collaborators.

COST SHARING REQUESTS

All cost share requests must be submitted 10 business days prior to the sponsor deadline.

Cost sharing (sometimes referred to as *Matching*) may be required for your project by either legislation or the sponsored program requirement. (OMB Circular 2CFR 200.306) Cost sharing occurs either when a sponsor requires, or the University commits in a proposal, funds beyond those awarded by the sponsoring agency to support a particular grant or contract.

All cost share requests, be they voluntary or mandated by a sponsor, must undergo initial vetting to determine which School or Department will provide for the cost sharing request from the appropriate budget. PIs should first attempt to secure this match through School alongside approval of the PI's Chair and Dean.

If that cannot be accommodated, OSPAR will forward the request to the Vice Provost for Research.

OSPAR will present all final budgets to the Finance Office for their review and approval.



SUBCONTRACTS

All fully executed subcontractor requests must be in receipt of OSPAR 10 business days prior to the sponsor deadline.

If an NYIT applicant chooses to collaborate with an external organization through a subaward agreement, OSPAR must be notified of this intent at the start of the application process.

Your OSPAR liaison will contact the appropriate grants/contractual office of the potential partner. Both units will collaborate in generating the initial subaward documentation and securing formal commitments prior to the sponsor deadline. (Note that a formal subaward agreement will be executed by the grantee and sub-awardee upon formal notification of award.)

In cases in which NYIT acts as a subcontractor in an external organization's grant proposal, NYIT will adhere to the internal deadline set by that organization.

PRESIDENT'S SIGNATURE

All proposals/applications requiring the President's signature must be complete in their entirety no later than 5 business days prior to the sponsor deadline.

In select cases, some applications may require the President's signature, be it hard copy or electronic. All such programmatic or construction applications must be completed in their entirety and presented to OSPAR no later than 5 business days prior to the sponsor deadline. OSPAR will directly present the packet to the President's office for certification.

Proposals that do not strictly adhere to this timeline will be considered non-compliant and returned to the applicant without institutional approval.

LETTERS OF INTENT /PRE-APPLICATIONS

In some cases, certain sponsors, be they private, state, or federal, will request that applicants submit an initial proposal, pre-application, or Letter of Inquiry (LOI). After concluding their evaluation of this document, the sponsor would then invite select applicants to move forward to a formal second stage and submit a full proposal complete with detailed budget information. LOI's and Pre-Applications do not constitute a formal proposal and the internal review process via Cayuse SP would be later saved for a formal proposal submission (if requested from the sponsor). In cases in which only an LOI or pre-application is initially required, please consult with an OSPAR representative.

FELLOWSHIPS/INDIVIDIAL APPLICATIONS

In some select cases, a sponsor may issue a solicitation geared toward an individual scholar as opposed to the institution. These applications may entail information of a specific nature or are required to be submitted by the individual applicant. OSPAR will accommodate the requirements of all such programs. However, the standard internal review process initiated via Cayuse SP is still required for all such applicants to ensure that your Dean and Department Chair have been afforded advance notice and approval of any proposed commitments. Your OSPAR representative will assist you with this process.

CAYUSE SPONSORED PROGRAMS (SP)

Once all documentation is submitted in accordance with the internal deadlines, your designated OSPAR coordinator will provide you with the electronic Cayuse SP internal review platform for routing through administrative channels. Through use of this system, OSPAR will initiate an electronic routing chain which will require the initial approvals of (at minimum) the PI, Chair, Dean, OSPAR Director and Vice Provost for Research.

The following supporting documentation should be uploaded into Cayuse for review:

- Final Budget/Justification
- Abstract
- Proposal Narrative

SUBMISSION

Only after these internal authorizations are in place, OSPAR will submit the complete proposal for the attention of the sponsor.

Sufficient lead time should be provided for institutional review and endorsement, and to accommodate applicable submission mechanics (either electronically or hard copy).

OSPAR will do everything possible to ensure that a proposal is submitted complete and on time; however, as the amount of processing time is reduced, so are our chances to take the appropriate actions leading to strong, competitive grant awards. Proposals not following these described procedures and internal deadlines will be deemed as non-compliant with institutional process, and their submission cannot be guaranteed as a result.

Any awards that subsequently result from independent submissions without prior OSPAR administrative review will be automatically deemed as non-compliant with this internal process and run the risk of being declined by the University.

Internal Deadlines in Advance of Sponsor Deadline

A business day is defined as 9:00 AM- 5:00 PM (EST) Monday through Friday (and does not include weekends and the NYIT holiday schedule).



- Project investigators (PIs) should provide OSPAR with a minimum of 30 days advance **notice of their intent to apply** to any private/ federal/state/city sponsor.
- OSPAR must be in receipt of the following documents complimenting your proposal application.
 - Specific Aims/Abstract (final draft version)
 - Detailed Line Budget (final draft version)
 - Sub-Award final documents
 - Budget Justification (final draft version)
 - Current and Pending Support documentation (when mandated by sponsor)
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