NEW YORK INSTITUTE OF TECHNOLOGY
Office of Academic Affairs

GRANT PROPOSAL SUBMISSION PROCESS

All proposals being submitted to federal/state/city or private (foundations, non-profit, corporate, industry) sponsor must first be vetted through the New York Institute of Technology (NYIT) Office of Sponsored Programs and Research (OSPAR) prior to agency deadlines to ensure compliance with institutional and external policies and regulations.

This process 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 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 complementing your proposal/application.

- Specific Aims/Abstract
- Detailed Line Budget (Cost Share)
- Budget Justification (Cost Share)
- 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

PIs are expected to provide OPSAR with all final application components, with emphasis on:

- 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.

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's 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 from the appropriate budget. PIs should first attempt to secure this match through their School, with 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's deadline.

If a New York Tech 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 collaborating institution. 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 **10 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.

CORPORATE SPONSORS/ FOUNDATION GRANT PROPOSAL SUBMISSIONS

All sponsored programs/research grant proposals being submitted to a foundation, corporate, non-profit or industry sponsor must first be vetted through OSPAR for compliance review (budgetary, cost sharing IRB, IACUC, signatory) and secure mandated internal approvals through Cayuse SP in accordance with the deadlines noted above.

OSPAR will coordinate foundation grant activity with the Office of Development, Alumni Relations, and External Affairs to ensure no overlap in engagement with such sponsors.

MEMORANDUMS OF UNDERSTANDING/ MEMORANDUM OF AGREEMENT

All Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOA) proposed to any corporate, non-profit, foundation or industry partner/ sponsor must be vetted first through OSPAR prior to any formal submission. OSPAR will address NYIT compliance protocols and determine the appropriate contractual mechanism in accordance with the PI and the Office of General Counsel. All resulting agreements will secure all mandated internal approvals via Cayuse SP prior to submission.

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 may be 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 given 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 at minimum:

- Final Budget/Justification

- Abstract
- Proposal Narrative
- Budget
- Budget Justification
- Letters of Commitment/Support
- Subcontract documentation

PIs may continue to copy their proposal files until; however, any changes to the budget, personnel/collaborators, effort, or scope (aims, animal models, etc.) are not permitted once the internal approval process has been initiated.

SUBMISSION

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

As soon as you decide you are planning to prepare a proposal, kindly inform OSPAR 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 of taking the appropriate action leading to strong, competitive grant awards. Proposals not following these described procedures and internal deadlines will be deemed non-compliant with institutional process, and they may end up not being submitted.

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.

COMPLIANCE

Any proposal that does not adhere to this policy may put the University at risk and will be considered non-compliant. OSPAR may then withdraw it from the proposal process. An initial appeal may be made to the Vice Provost for Research. Should it not be resolved at that level, a final appeal may be made to the Provost and Executive Vice President.

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Internal Deadlines in Advance of Sponsor Deadline

A business day is defined as 9:00 AM- 5:00 PM (EST) Monday through Friday
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- 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.

- Cost Share
- President's Signature
- Specific Aims/Abstract (Cost Share requests)
- Line Budget (Cost Share)
- Budget Justification (Cost Share)
- Sub-Award final documents
- Current and Pending Support documentation (when mandated by sponsor)
- OSPAR will initiate Cayuse SP approvals for all proposals requesting institutional cost share.

- Specific Aims/Project Abstract (Final version)
- Final detailed line budget
- Final Budget Justification
- All final proposal documents
- External/Internal Letters of Support/ Commitment
- OSPAR will initiate Cayuse SP internal approvals.