



DELAWARE STATE UNIVERSITY

Associate Vice President for Research

Grant Proposal Submission Approval Process

Release time or University Match Commitments

Faculty who are submitting proposals that include release time or an institutional match must obtain a support letter committing to that match from the appropriate institutional officials. For release time, that letter must come from the chair or dean. Commitment of an institutional match other than the standard 30% indirect cost return (PI account) requires a support letter from the provost. **These letters must be part of the grant package submitted to the Office of Sponsored Programs (OSP).**

Documents for submission to OSP (via DocuSign, see instructions below)

The proposal package for signature must include the elements listed below.

1. Internal Processing form with signatures of PI(s) and project personnel (on effort forms), as well as chair and dean (or equivalent);
2. Budget spreadsheet and budget justification;
3. Letters documenting the DSU institutional commitment;
4. Proposal summary or abstract (1 page or less);
5. If there is a subcontract, all subrecipient documents including budget, budget justification, statement of work, and subrecipient point of contact.
6. Any documents for which the agency requires a “live” signature of the signing official.

Submission Deadlines

The proposal signature package (including institutional letters of commitment) must be submitted to OSP with sufficient time to ensure that OSP staff have time to review and correct budgets, verify compliance, and approve the documents for submission to the signing official. Proposals not submitted by the deadline may not have approvals completed in time for submission.

DocuSign approval form – Must arrive at OSP at least **FOUR** business days before deadline.

Final proposal submitted to OSP – Must be submitted to OSP by **close of business** the day before the deadline.

Proposals submitted through a portal (grants.gov, etc). Proposal must be completely uploaded and released to OSP by **close of business** the day before the deadline. First time PIs or those needing assistance with preparing proposals in grants.gov are encouraged to reach out to DSU’s research development specialist, Brittany Maday bmaday@desu.edu for assistance.

Proposal actions timeline

<u>2 - 4 weeks before deadline</u>	<u>Two weeks before deadline</u>	<u>4 – 6 days before deadline</u>	<u>CoB day before due date</u>
PIs get letters documenting commitments for release time & institutional match from chair, dean, & provost’s office.	Use DocuSign to send Internal Processing Form (IPF), budget, budget justification & proposal summary to chair, dean and OSP	Chair and dean signed and IPF forwards to OSP in DocuSign for approval	Final version of complete application released to OSP for submission to sponsoring agency

Office of Sponsored Programs Document Submission Process

All documents that require OSP to approve and route for institutional signatures must now be submitted using DocuSign using the following process:

1. PIs contact the DocuSign Administrator for their department to request a DocuSign account
2. Download and complete the [Internal Process Form \(IPF\)](#) in [OSP's Forms Library](#) (must use the current form for each submission)
3. Log in to DocuSign, click NEW and choose "send an envelope"
4. Upload your completed IPF, budget form, budget justification, summary and any other documents required for submission.
5. Complete the routing order as follows:
 - a. Department chair (with email address) set as "Needs to sign"
 - b. Dean (with email address) set as "Needs to sign"
 - c. Sponsored Programs (sponsoredprograms@desu.edu) set as "Needs to sign"
6. Set the Advanced Options to allow signers to edit.
7. To ensure that OSP can edit the form, assign the pdf form fields to Office of Sponsored Programs
8. Click NEXT to add signature boxes in the appropriate lines of the IPF for each signature
9. Click on either "signature" or "initial" in standard fields list on the left and drag to a signature line or initial box on the form. Assign the signature by clicking in the signature box. Put in signature or initial boxes for everyone who needs to sign. Typically, the PI, the chair, the dean, OSP (initials for budget) and Renee Jones.

The screenshot displays the DocuSign interface for the Internal Process Form (IPF). On the left, a "Search Fields" panel lists standard fields such as Signature, Initial, Date Signed, Name, Email, Company, Title, Text, Checkbox, Dropdown, Radio, Payment Item, Formula, Attachment, Note, and Approve. The main form area shows a table with columns for Indirect Cost, Grand Total, and a signature section. A yellow notice states: "NOTICE: All budgets, budget justifications, supporting letters/documents, and fully executed Internal Processing Forms with all appropriate approvals are due to the OSP two-weeks prior to the agency deadline. Final proposals are to be submitted to the OSP at least two working days prior to the agency deadline. Failure to meet these deadlines may jeopardize the on-time submission of the proposal. For proposals submitted without OSP approval, OSP has the authority to withdraw proposals from sponsor consideration." The signature section includes fields for Name, Date, and Title, with a signature box for Melissa Harrington dated 4/8/2020. Below the signature section, there are fields for "Approved by Department Chair", "Approved by Assistant Dean/Associate Dean", "Approved by Office of Sponsored Programs", and "*Approved by President". The bottom of the screenshot shows the "Faculty & Professional Staff Effort/Release Time Report" form, which includes a table for Grant Information with fields for Project Title, Sponsoring Agency, PI/PD, and Project Period.

Indirect Cost	@	%	5027822	Text	Text	Text	5027822	
Grand Total			16953027	0	0	0	16953027	1080000

Type of IDC Used: MTDC

How many students are getting compensation from this grant? Undergraduates: 56 Graduates: 8

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Signature: Melissa Harrington, Date: 4/8/2020

Approved by Department Chair: _____ Date: _____

Approved by Assistant Dean/Associate Dean: _____ Date: _____

Approved by Office of Sponsored Programs: _____ Date: _____

*Approved by President: _____ Date: _____

OSP IPF form, Revised 11/7/19

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Delaware State University, 1200 N. DuPont Hwy., Dover, DE 19901

Faculty & Professional Staff Effort/Release Time Report

(1 form per faculty or professional staff member)

Grant Information	
Project Title:	Interdisciplinary Health Equity Research Center
Sponsoring Agency:	NIH
PI/PD:	Melissa Harrington
Project Period:	9/1/2020 - 8/31/2025