



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 commitment letter from the department chair, dean or provost depending on what is being committed. **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, department head and dean on the processing form and the effort forms for project personnel;
2. Budget spreadsheet and budget justification;
3. Letters documenting the DSU institutional commitment;
4. If there is release time not covered by the grant budget, the provost requires a letter of commitment from the department chair or dean identifying how the release time will be paid for.
5. Proposal summary or abstract (1 page or less);
6. If there is a subcontract, all subrecipient documents including budget, budget justification, statement of work, and subrecipient forms.
7. 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

2 - 4 weeks before deadline

PIs get letters documenting commitments for release time & institutional match from chair, dean & provost’s office.

Two weeks before deadline

Use Docusign to send Internal Processing Form (IPF), budget, budget justification & proposal summary to chair, dean and OSP

4 – 6 days before deadline

Chair and dean signed and IPF forwards to OSP in Docusign for approval

CoB day before due date

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 Initial"
 6. Click NEXT to add signature boxes in the appropriate lines of the IPF for each signature
 7. 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.
 8. Put in signature or initial boxes for everyone who needs to sign as well as "date signed" boxes. Typically, the signers are the PI, the chair, the dean, OSP (initials for budget).
 9. Each signature and date signed box will be color coded by whose signature goes there.
- Don't forget to put signature and date signed boxes on the effort form.

Dr. Melissa Harrington

87%

Search Fields

Standard Fields

- Signature
- Initial
- Date Signed
- Name
- Email
- Company
- Title
- Text
- Checkbox
- Dropdown
- Radio
- Payment Item
- Formula
- Attachment
- Note

Indirect Cost @ % Text Text Text Text Text 0

Grand Total 0 0 0 0 0 0

Type of IDC Used: MTDC

OSP Budget review by: Initial Date Signed

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

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.

Sign Date Signed

Approved by Department Chair Date Date Signed

Approved by Office of Sponsored Programs Date Date Signed

Approved by Assistant Dean/Associate Dean Date

*Approved by President Date

OSP IPF Form, Revised 5/12/2020 Page 2 of 3

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:	Text		
Sponsoring Agency:	Text		
PI/PD:	Text	Project Period:	Text

Grant Personnel			
DSU Employee Name:	Text	Academic Rank:	Text
Department or Unit Name:	Text	Position Title in this Project:	Text

Commitment to Grant			
Appointment Type	Grant Funded	University Match	
Salary Requested Academic & Summer:	Academic	Summer	Academic Summer

Date Signed

Recipient: Sponsored Prog...

Formatting

Data Label

Location

Save As Custom Field

Delete