



# DELAWARE STATE UNIVERSITY

Associate Vice President for Research

## Grant Proposal Submission Approval Process

### ***qaRelease 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](mailto: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. Sponsored Programs ([sponsoredprograms@desu.edu](mailto:sponsoredprograms@desu.edu)) set as "Needs to view"
  - c. Dean (with email address) set as "Needs to sign"
  - d. Sponsored Programs ([sponsoredprograms@desu.edu](mailto:sponsoredprograms@desu.edu)) set as "Needs to Initial"
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 as well as "date signed" boxes. Typically, the signers are the PI, the chair, the dean, OSP (initials for budget). Each signature and date signed box will be color coded by whose signature goes there.
10. Don't forget to put signature and date signed boxes on the effort form.

The screenshot displays the DocuSign interface for document submission. The top bar shows the user 'Dr. Melissa Harrington' and a search field. The main area shows a PDF document titled 'internal\_processing\_form\_-\_fillable\_5-20.pdf' with a zoom level of 87%. The document contains a table for 'Indirect Cost' and a 'Grand Total' row. Below the table is a 'Type of IDC Used' field with 'MTDC' selected. A yellow highlighted 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 document also includes signature and date signed boxes for 'Approved by Department Chair', 'Approved by Office of Sponsored Programs', 'Approved by Assistant Dean/Associate Dean', and '\*Approved by President'. A blue arrow points from the 'Initial' field in the left sidebar to the 'Initial' field in the document. Another blue arrow points from the 'Signature' field in the left sidebar to the 'Sign' button in the document. The bottom part of the screenshot shows the 'Faculty & Professional Staff Effort/Release Time Report' form, which includes sections for 'Grant Information' (Project Title, Sponsoring Agency, PI/PD, Project Period) and 'Grant Personnel' (DSU Employee Name, Academic Rank, Department or Unit Name, Position Title in this Project). The 'Commitment to Grant' section includes a table for 'Salary Requested Academic & Summer' with columns for 'Academic' and 'Summer' under 'Grant Funded' and 'University Match'.

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