

Proposal Development and Submission Roles and Responsibilities

Principal Investigator (PI)	Pre-Award Research Administrator (RA)	Sponsored Projects Office (SPO)
<p>The PI has ultimate responsibility for the full proposal content and format</p> <ul style="list-style-type: none"> Review the sponsor solicitation for the sponsor-specific requirements including technical requirements of a proposal At least 10 business days* prior to the sponsor's deadline, complete the ChaMPS Proposal Intake Form** to initiate the development of the administrative components of the proposal <ul style="list-style-type: none"> Allow at least 15 business days* for proposals that include subrecipients or \$10M At least 7 business days* prior to the sponsor's deadline, in coordination with the RA, complete the final administrative and the draft technical components of the proposal (including subrecipient proposals) <ul style="list-style-type: none"> Technical component may continue to be in draft form until 8 business hours* prior to the sponsor's deadline <p>*If these deadlines are not met, ChaMPS cannot guarantee that the proposal will be reviewed by an RA and the proposal will be submitted to SPO "as-is."</p> <p>**For College of Chemistry, PI notifies their assigned FSA or completes proposal intake form.</p>	<p>The RA or FSA works with PI to develop compliant proposals for submission to funding sponsors</p> <ul style="list-style-type: none"> Review the solicitation for the sponsor-specific requirements of a proposal Coordinate proposal submission with the PI, subrecipients, and SPO Provide the PI with the proposal checklist/timeline Develop the budget and justification in coordination with the PI Develop current and pending support Provide drafts, if available, of non-technical components such as biosketches, facilities, etc. Review proposals for consistency with sponsor guidelines on budget, format, font size and page limits Complete sponsor and university proposal forms Route the proposal in Phoebe for PI and Chair approval Work with SPO to address institutional concerns At least 8 business hours prior to the sponsor's deadline, notify SPO that the final proposal is in Phoebe or the online proposal is complete and error free, and ready for submission. 	<p>SPO determines if the proposal is acceptable to the university, if awarded</p> <p>4 business days prior to the proposal deadline:</p> <ul style="list-style-type: none"> Review sponsor solicitations and guidelines to verify: <ul style="list-style-type: none"> Institutional eligibility That no terms/conditions described in the proposal guidelines or related documents will prevent the submission of the proposal/acceptance of a future award Review Berkeley proposals to confirm: <ul style="list-style-type: none"> Institutional approval of limited submission proposals Costs are appropriate/justified under federal cost principles and/or UC policy The F&A rate and base is appropriate/calculated correctly Any deviation from the federally negotiated F&A rate has been justified/uploaded into Phoebe All university rates included in the budget are accurate (e.g. fringes, GAEL) The amount and source of any/all cost sharing is approved/documented University identifying information is correct on sponsor forms Statements/disclaimers/other information provided about the University are accurate (e.g. F&A rate, A-133 Audit, the University's definition of a year, etc.) All required internal forms and documents are provided (e.g. letters of support/participating from named consultants, subrecipient commitment forms, Fair and Reasonable Cost Analysis and Sole Source Justification for Federal Contract proposals) No other institutional risks need to be addressed by the PI/Dept. before submission (e.g. export control, human subjects, animal subjects, and conflict of interest) <p>See Overview of Institutional Proposal Review for more info</p> <p>Upon receipt of the final proposal from the PI/RA, 8 business hours prior to the deadline, SPO will verify that all institutional questions/issues previously identified have been resolved and that no submission errors identified by available sponsor software will prevent the successful submission of the proposal.</p>