IGB proposal submission policy

Summary:
In 2023, SPA implemented a new policy for proposal submission to provide optimal and equitable service to all University faculty. After excellent initial compliance, late submissions have become more frequent and have complicated the IGB's ability to successfully submit proposals. This policy update is to spell out the policies that IGB will follow to ensure that each proposal receives the attention needed to ensure a high-quality submission and compliance with the timelines enforced by SPA.

Background:
SPA introduced a new proposal submission policy to improve the submission timeframes across the university. After excellent initial compliance, which allowed IGB to meet SPA's timelines, there was a noticeable decline in adherence to submitting all administrative documents 4-business days before the sponsor deadline. This has increased the number of late submissions (60% late submissions in 2024) and incomplete proposals, resulting in a higher incidence of rushed and limited reviews, which are more prone to errors and could negatively impact funding decisions. This has also resulted in increased workload beyond normal business hours for the Proposal Development team. The decline in compliance with the policy necessitates IGB placing renewed emphasis on adhering to the established submission timelines.

Policy Revision:
We announce here a revised internal policy to ensure compliance with sponsor requirements, with SPA's submission timelines, and enhance the quality and completeness of proposals. This policy will become effective on March 3, 2025.

This revised policy outlines the necessary steps and deadlines for notifying the IGB of upcoming proposal submissions, the impact of late notifications, and the mandatory submission deadlines to ensure a smooth and efficient proposal review and submission process.

1. **Notification Requirement**:
   - Notify the IGB of proposal submission **6-8 weeks** before the sponsor deadline.
     [Large grants (>$5M total costs) and Center grants will need additional lead time].
     MSIs, local and regional state agencies, and non-profit organizations need additional lead time to process sub-awards.
   - Complete and submit the **IGB Proposal Intake Form** to provide necessary information for eligibility determination and coordination of submission.

2. **Impact of Late Notification**:
   - Notifications with less than the required lead time will reduce the level of review and support provided by the IGB proposal staff. (See Note 1). Rushed/limited reviews are prone to administrative errors and impact post-award operations when the proposal is funded.

3. **Mandatory Submission Deadline**:
   - The IGB will not submit proposals if the Proposal Intake Form is not received at least **2 business weeks (see below)** before the sponsor submission deadline.

6-8 weeks	Ideal – Full review as described below.
4-6 weeks	Doable – Full review, increased pressure on proposal staff, increased risk for error and/or non-submission.
2-4 weeks	RUSH – Only limited administrative review will be provided (see Note 1).
2 weeks or less	IGB will not submit the proposal.

4. **Review Process**:
   When the Proposal Intake Form is received, IGB proposal development staff will:
   - Review the information provided to determine eligibility for submission of interdisciplinary grants through the IGB and assign it to a member of the proposal development team to lead the submission.
   - Advise on suitability of personnel structure as an IGB proposal. Per university policy, IGB submits only multi-PI interdisciplinary proposals, typically with faculty from two or more departments in one or more themes. Most of the research needs to be carried out at the IGB. Interdisciplinary proposals involving faculty from the same department within a theme should clearly demonstrate the utilization of theme resources such as intellectual resources (e.g., the theme's interdisciplinary

strengths and IGB fellow) and infrastructure resources (e.g., specialized equipment and available theme space).
- Meet with new IGB members to discuss the program solicitation and share information on proposal development support services.
- Meet with seasoned IGB faculty when submitting large proposals (center grants and special program solicitations) to go over the program solicitation and to discuss relevant IGB services.
- Prepare a proposal checklist and timeline to submit a completed proposal package.
- Work directly with faculty to develop the proposal, including coordination of communications between Co-PI's, subcontracts, sponsor representatives, SPA, OTM and others as necessary and develop a project budget and draft justification.
- Assist and advise in the completion of administrative documents i.e., facilities, equipment, consortium arrangements, etc.
- Provide policy interpretation and application of all applicable policies. i.e., Sponsor, Campus, Federal, State, etc.
- Initiate & Complete Sponsor application
- Complete internal Record (my Proposals)
- Work directly with SPA proposal representatives to address any revisions and ensure final submission to sponsor.
- Submit to Sponsor on behalf of PI (if applicable)

*The completed proposal package (see note 2 below) must be received **9 business days** before the sponsor deadline.*

IGB proposal staff will review the completed packet and provide feedback, including any requested revisions, no later than **7 business days** before the sponsor deadline. This timeline allows the PI **3 days** to respond to IGB feedback and make necessary revisions before submitting to SPA, which requires submission **4 business days** before the sponsor deadline.

Note 1: Services provided during **limited administrative review**
- Develop a quick checklist w/disclaimer after brief review
- Initiate & complete sponsor application (If possible)
- Complete internal record (my Proposals)
- Brief budget review for appropriate rates, cost share, equip, special cases, etc.
- Submit to SPA
- Forward feedback from SPA directly to PI
PI takes the risk of submission if the SPA timelines are not met.

Note 2: A **completed proposal packet** to IGB includes:
- All necessary campus approvals (PI eligibility, IGB eligibility, cost share, waiver rates, human subjects, biosafety, etc.)
- **Final** Budget and Budget Justification
- **Final** Team structure and required team member documents (Biosketches, Other Support, Conflicts of Interest, others as designated by sponsor)
- **Final** Supporting Documents (Facilities & Other Resources, Equipment, Letters of Support, authentication of resources, abstract and others as designated by sponsor)
- **Final** Compliance documentation (Vertebrate Animals, description of animal research and method of euthanasia, organizational conflict of interest disclosures, human subjects documentation, and others as designated by sponsor.
- **DRAFT** Technical/Scientific Documents (Project Description, Research Strategy, Statement of Work, Solution Summary, Specific Aims, etc.)

Example timeline for proposal submission and review

20 Bus. Days	15 Bus. Days	11 Bus. Days	9 Bus. Days	7 Bus. Days	5 Bus. Days	1 Bus.Day	
Initiation & IGB Notification of Proposal	Final Team (subawards included) Due to IGB	Final Budget due at IGB	Completed Proposal Packet Due at IGB	IGB Response Due to PI	Completed Proposal Packet Due at SPA	Final Technical/ Scientific Documents Due at SPA	Sponsor Due Date - SPA Submit Proposal