14 DAYS

Proposals must be submitted for initial review 14 days prior to the deadline. Initial Review provides the Dean, Accounting, and the OSR an opportunity to provide a comprehensive review and assist with developing appropriate proposals and budgets.

Proposals must be submitted for approval through ServiceNow 7 days prior to the deadline to ensure the Dean, Department Chair/Director, Provost, Senior Accounting Analyst, and Chief Business Officer have an opportunity to approve the document through the routing process.

7 DAYS

All proposals for sponsored research and other scholarly projects must be deemed consistent with the mission of the University by the Principal Investigator/Project Director’s Department Head/Associate Dean, Dean, and Provost/Vice President for Academic Affairs, the Budget Office, the Vice President of Business Operations and the President.  Once approved, the proposal becomes an official University proposal to be submitted to the funding agency.

**Clayton State’s official proposal submittal process guidelines:**

The [**Preliminary Proposal Review Questionnaire**](https://claytonstate.qualtrics.com/SE/?SID=SV_1Yt4QwdrJIGPxDD)includes an abstract of the proposed project and approximate budget and other information pertaining to the grant.  The survey notifies all necessary staff of your intent to submit a proposal.

A minimum of ***14*** business days prior to the funding agency deadline for the proposal, the [**Preliminary Proposal Review Questionnaire**](https://claytonstate.qualtrics.com/SE/?SID=SV_1Yt4QwdrJIGPxDD) should be submitted to the relevant Department Head, who will review the information to determine if the proposal is consistent with the mission and priorities of the department.  If approved, the investigator will be notified of the approval to proceed with preparing the proposal for submission.

If the proposed work is deemed consistent with the mission of the University, the Department Head/Associate Dean and/or Dean will assist the Principal Investigator/Project Director in the preparation of the proposal narrative. The Budget Office will assist the Principal Investigator/Project Director with budget development and interpretation of financial guidelines for the proposal.

Proposals requiring the waiver of indirect costs or other institutional commitments will also require the approval of the Vice President Business and Operations.  The Budget Office will work with you to submit the request for approval.

The review process must be initiated a minimum of 14 business days prior to the funding agency deadline. The draft copy of the proposal narrative and budget for the proposed scope of work must be submitted to the Department Head/Associate Dean and Dean for approval.

If necessary, the Department Head/Associate Dean will assist the Principal Investigator/Project Director with fine-tuning of the proposal narrative and budget draft.  The Budget Office is available to also assist with budget revisions.

A minimum of **7** business days prior to the funding agency deadline, the final proposal review should be be conducted and the final proposal and budget must be submitted for review and signature approval through ServiceNow for the Department Head/Associate Dean and Dean, the Budget Office, and Chief Business Officer.

The Department Chair and faculty or the Budget Office will take the lead in securing final review/approval signatures. When the President approves the proposal, it becomes an official University proposal that can be submitted to the funding agency. After the Department Chair or faculty submits the proposal to funding agency, the final proposal narrative and budget must be sent to the Budget Office, and you maintain a file copy.