**SUBMITTING THE PROPOSAL: THE INTERNAL PROCESS**

### Proposal Routing (Approval)

Process—All proposals that seek sponsored funding on behalf of the university must be reviewed and approved through the Sponsored Research and Programs Administration (SRP) using the procedures found on the Grant and Contract Programs [Grant Application Submittal Process](http://www.clayton.edu/Grant-Contract-Programs/Grant-Application-Process) webpage. All forms required for submitting a proposal, due dates, and required signatures are linked on this webpage.

Required Signatures

The Final Proposal Review Sheet requires the following signatures: Investigator/Project Director/Principal Investigator, Department Chair, Dean, Senior Budget Analyst, Provost, and VP for Business and Operations. If a proposal is seeking funding from a corporate entity or foundation additional signatures will be secured from Advancement Services. These documents are to be submitted to the Office of Sponsored Research and Programs for approval support.

The overall process is summarized in figure 1 below.

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

Sub-Award Proposals

When a sub-award is granted by an external institution / organization, the CSU faculty or staff member shall develop an internal proposal detailing the planned activities and budget and shall route this proposal through the established Institutional Proposal Submission Procedures. Once Institutional approval has been secured, the PI will then proceed with execution of the sub-award contracts.

Unofficial Proposals

There is no such thing! Any proposal not submitted through the standard process will be subject to forfeiture. The investigator should ensure that every effort is made to follow the stated guidelines.

Institutional Review Board (IRB) Approval

1. The institutional review board process varies by funding agency.
2. When an employee of any type (faculty or staff, full time or part time, permanent or temporary), or a Community Standards research at an institution that has its own IRB, approval is necessary both from the IRB at the site of the study and from the Clayton State University IRB. For an in-depth process outline go to <https://www.clayton.edu/about/docs/academic-affairs/IRB-policy-and-procedures_v20190118-revised-11-19.pdf>