

PBS Proposal Guidance

What needs to go through SPO:

- Any proposal for extramural funding support
- Pre-proposal if it includes:
 1. A detailed budget,
 2. Cost share commitments, or
 3. An institutional endorsement

This includes submission through electronic systems (like research.gov or Cayuse) or a Letter of Commitment that must be signed by an authorized representative.

Submission Timeline

Deadline	Workflow Step
1 month from sponsor deadline	Department liaison receives notice of intent to submit a proposal, the solicitation, and any relevant information for a budget draft
2 weeks from sponsor deadline	Department liaison receives all of your draft documents and the budget is finalized
10 business days from sponsor deadline	Department liaison submits to SPO for a full review
48-hours from sponsor deadline (For NIH/online submissions with a 48-hour validation window)	SPO submits to sponsor
1 business day from sponsor deadline (For all other submissions)	SPO submits to sponsor

The reason we need the documents so early is because SPO requires 10 business days prior to the sponsor deadline to conduct a *full* proposal review.

If SPO receives your proposal documents with less than 10 business days before the sponsor’s deadline, they will only conduct an expedited review. In an expedited review, SPO checks **only** the minimum proposal elements to ensure compliance with University policies and federal regulations. In an expedited review, SPO **does not review the specific solicitation requirements nor check to ensure that all proposal elements are correct and included** for submission. SPO will also not re-review budgets or documents in an expedited review, so if we have to alter significant portions of the proposal, they may still be incorrect when we submit to the sponsor.

If a proposal that received an expedited review is later found to be noncompliant with University or sponsor policy, SPO reserves the right to withdraw the proposal.

If you apply for extramural funding without going through SPO and it is awarded, there is a chance that the sponsor's terms will not be in accordance with UC policy. If this happens and the sponsor is inflexible regarding the award terms, SPO reserves the right to deny the award.

For those of you who want help from me in preparing your proposal, I have prepared a [Proposal Request Google Form](#). It can be used either as a starting point or as a request for a smaller degree of assistance. Most of the fields are not required, so if you are only wanting a little bit of help it won't be a huge time-sink to fill out, but it will help me tremendously in keeping track of everything.

Also included in the Proposal Request Form are all of the SPO assurance questions. If you do not use the Proposal Request Form for proposal preparation, I have a separate [Assurances Google Form](#) that has only includes the assurance questions. Before I submit any proposal to SPO, I will need your assurance answers. If you did not fill out a Proposal Request Form, I will need you to complete the Assurances Form.

Typically F&A Costs

Certain services and supplies considered facility and administration costs are not supposed to be charged to grant funds unless they have been budgeted for.

Here is a [comprehensive list of these costs](#).

If you know you will need to incur these costs to support grant research, you can budget them.

If you need to purchase supplies or services for grant research that were not budgeted, you will need to utilize an alternative fund source.