



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. V–RESEARCH 1.0

PROPOSAL SUBMISSION

UNIVERSITY POLICY

I. PURPOSE

North Carolina Agricultural and Technical State University is committed to submitting quality sponsored program proposals in a timely and efficient manner and in compliance with the sponsor's call for proposals.

II. SCOPE OF POLICY

This policy defines the requirements for the submission of sponsored program proposals.

III. DEFINITION

Proposals are defined as pre-proposals, agency notices of intent, agency letters of intent, full proposals, or other similar documents that commit the University to perform a sponsored project.

IV. NOTICE OF INTENT

A Principal Investigator (PI) is required to submit an internal Notice of Intent (NOI) to ramses@ncat.edu as soon as he/she decides to submit a proposal, at least 14 days prior to the sponsor's submission date. The NOI should be accompanied by a link to or a copy of the sponsor's funding opportunity announcement (FOA), solicitation, request for proposals (RFP), request for quotes (RFQ) or guideline document that specifies proposal requirements. This is necessary to give the Office of Sponsored Programs accurate information to prepare for the proposal and to review the proposal for compliance with the University's and sponsor's requirements.

V. PROPOSAL SUBMISSION

Only the Division of Research and Economic Development (DORED) is authorized to submit sponsored program proposals on behalf of the University. As such all sponsored program proposals, including those to foundations, government agencies, educational institutions, and public and private entities must be submitted through DORED. A proposal may be submitted by any full-time employee of the university who is expected to continue at the university at least until the end of the proposed project. All proposals must be approved by the Departmental Chair and Dean of the College or, for non-faculty, the supervisor and the Tier I supervisor prior to DORED submitting the proposal on behalf of the University. Such approvals are made through the University's Research Administration Management System and eSubmission (RAMSeS) Database System. Sufficient time must be allotted for the Vice Chancellor and DORED staff to review and approve the proposal. Therefore, all proposals should be uploaded and submitted in RAMSeS and approved by the respective Chair and Dean **three (3) business days prior to the closing date and time of the solicitation.** Any subsequent changes will require the proposal to be routed and approved again.

Any proposal submitted to any entity outside of these procedures will not be considered an official proposal on behalf of the University and as such, imposes no responsibilities or encumbrances on the University. Such proposals may be withdrawn at the University's discretion. Corresponding awards may be rejected at the University's discretion.

Approved by the Board of Trustees

Date policy is effective: upon approval

First approved: Prior to 2008
Revised: April ____, 2019