

Business Process Guidelines for Review and Submission of Electronic Proposals

- OSR's Research Administration Grant/Contract Administrators (GCAs) are ready and eager to serve UNH Project Directors' (PDs) needs to develop and submit proposals to external sponsors.
- The PD should provide a draft budget, budget justification, and RFP (if applicable) to the GCA as soon as the PD commits to a proposal submission.
- Reminder: Grants.Gov takes up to 48 hours to validate a proposal before it is forwarded to the sponsor. The sponsor's validation may take up to an additional 48 hours before the proposal is considered received on time. Any revised proposal must be resubmitted through Grants.Gov and validated by the sponsor by the established sponsor deadline date.
- Regardless of lead time provided by the PD, the GCA will attempt to submit all proposals by the sponsor deadline. If lead time is insufficient for the GCA to perform a detailed proposal review for conformance to UNH policies and sponsor requirements, the GCA may, upon post-submission proposal review, administratively withdraw the proposal from sponsor consideration.
- The chart below outlines PD and GCA proposal submission responsibilities and service levels provided to PDs by GCAs.

Review and/or Action Items for Sponsor	Number of days final proposal, RFP, and all applicable Internal Approval Forms are received by GCA before sponsor deadline:		
	> 5 days (Detailed Review)	2-5 days (Abbreviated Review)	< 48 hours (Abbreviated Review)
All components of the electronic application provided by the PD to the GCA are virus-free.	PD	PD	PD
Proposal conforms to Grants.Gov, FastLane, DOJ, or other electronic portal solicitation requirements. All "error messages" have been corrected or removed.	GCA	GCA	GCA
All application sections, forms, and attachments are complete and have been correctly entered electronically.	GCA	PD& GCA	PD
Standard budget and budget justification forms are complete.	GCA	GCA	GCA
Proposal adheres to sponsor formatting requirements including margins, fonts, page limits, and file type (e.g., PDF).	PD& GCA	PD	PD
Application for Financial Assistance/Proposal Signature Page (SF424); Public Health Service Checklist; Key Contact form; Faith Based EEO Survey form; and/or other required sponsor assurances, certifications and representations are complete and correct.	GCA	GCA	GCA
Sponsor validation errors are corrected and application accepted by sponsor receipt date.	GCA & PD	GCA & PD	GCA & PD

Review and/or Action Items for UNH	Number of days final proposal, RFP, and all applicable Internal Approval Forms are received by GCA before sponsor deadline:		
	> 5 days (Detailed Review)	2-5 days (Abbreviated Review)	< 48 hours (Abbreviated Review)
Proposal narrative and other application parts are reviewed for consistency with budget and regulatory items.	GCA	Insufficient Time	Insufficient Time
Proposal budget and justification deemed acceptable for otherwise unallowable direct costs, such as admin/secretarial/clerical salaries, faculty supplemental pay, office supplies, postage, and telecommunications per sponsor and UNH policies.	GCA	GCA	Insufficient Time
Proposal budget and justification reflect UNH and sponsor policies regarding cost sharing, program income, renovations, and equipment purchases.	GCA	GCA	Insufficient Time
Proposal budget and justification reflect UNH and sponsor policies regarding the classification of collaborators, subrecipients, consultants, and service providers.	GCA	GCA	Insufficient Time
Proposal budget and justification reflect UNH policies regarding the costing of salary rates for current and future years, stipends and tuition, fringe benefits, F&A, equipment capitalization threshold, and travel reimbursement.	GCA	GCA	Insufficient Time
All required institutional approval forms and compliance-related forms are included in proposal (e.g., human subjects, animals, and biosafety hazards).	GCA	GCA	PD
All required documentation from proposed collaborators, subrecipients, consultants and service providers are received by the GCA and/or included in the proposal.	GCA&PD	GCA& PD	PD
Proposal conforms to UNH policies and practices for intellectual property and publication rights.	GCA	Insufficient Time	Insufficient Time
Pertinent Federal export control or embargo implications have been identified.	GCA & PD	GCA & PD	Insufficient Time