

Policies of the University of North Texas	Chapter 13
16.12.3.8 Proposal Submission to External Sponsors	Research

Policy Statement.

This policy sets out requirements related to the submission of proposals to external sponsors.

Application of Policy.

This policy applies to all faculty and staff members engaged in sponsored project activities, including all proposals for work to be carried out in academic departments, laboratories, administrative units and clinics of the University of North Texas. In addition, this policy also applies to proposals for projects to be performed off campus, including but not limited to those performed at affiliated institutions.

Definitions.

1. Instruction Project. “Instruction Project” shall mean any project involving teaching or training activities funded by an externally sponsored grant or contract, excluding research training activities, which are considered “Research” projects.

2. Principal Investigator. “Principal Investigator” (PI) shall mean a single individual who, in the event of an award from an external funding agency, shall have the full and final responsibility for the conduct of the project as proposed and as set forth in the contract or grant.

3. Public Service Project. “Public Service Project” shall mean any project involving activities other than instruction or research such as public health and community service programs.

4. Research Project. “Research Project” is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. It also involves the training of individuals in research techniques where such activities utilize the same facilities as other research activities.

5. Sponsored Projects. “Sponsored Projects” shall mean an instruction project, public service project, or research project funded by an external sponsor with an expected outcome or deliverable.

Procedures and Responsibilities.

1. Identify funding opportunities from external sponsors for sponsored projects. An excellent resource is the Community of Science data base, which identifies federal, state, foundations, non-profit and other sponsored project opportunities (link to data base is provided below).

Responsible Party: All faculty and staff members engaged in sponsored project activities

2. Prior to moving forward with the proposal submission process, verify eligibility to serve as the PI or co-PI on the sponsored project in accordance with sponsor and UNT requirements. Persons eligible to be PI or co-PI shall hold the title of professors, associate professors or assistant professors unless an exception is granted by the Office of Research and Economic Development. A link to the procedures for seeking PI or co-PI eligibility at UNT is provided below.

Responsible Party: All faculty and staff members engaged in sponsored project activities

3. Notify Research Services Office of intent to pursue a funding opportunity. Notification can be accomplished through the submission of a request for a grant officer assignment (link provided below).

Responsible Party: All faculty and staff members engaged in sponsored project activities

4. Provide support services to faculty and staff members in regard to proposal development.

Responsible Party: Research Development Office

5. Prepare proposal in accordance with sponsor guidelines and applicable proposal deadlines of the department, college and the Research Services Office (link provided below to proposal deadlines of the Research Services Office).

Responsible Party: All faculty and staff members engaged in sponsored project activities

6. Complete the proposal routing form, the budget builder form and other administrative forms as required by the Research Services Office. Examples of other forms that may be required is the pre-award cost-sharing form or the sub-contracting form. Link is provided below to Research Services forms.

Responsible Party: All faculty and staff members engaged in sponsored project activities

7. Submit proposal, completed proposal routing form, the budget builder form and other administrative forms as applicable to the Research Services Office.

Responsible Party: All faculty and staff members engaged in sponsored project activities

8. Review proposal and related documents and obtain revisions as necessary.

Responsible Party: Research Services Office

9. Submit final proposal to external sponsor and sign as the authorized organizational representative for UNT.

Responsible Party: Director of Sponsored Projects or his/her designee

References and Cross-references.

UNT Policy 16.12.3.7, Sponsored Projects

UNT Policy 16.12.3.9, Grants and Contracts Related to Sponsored Projects

Forms and Tools.

Community of Science:

<http://www.cos.com/>

Request for Community of Science training:

<http://forms.unt.edu/community-science-cos-training>

Procedure for seeking PI or co-PI eligibility:

<http://research.unt.edu/ors/orshandbook.htm#pis>

Research Development:

<http://research.unt.edu/researchdevelopment/researchdevelopment.htm>

Request for a Grant Officer:

<http://forms.unt.edu/request-grant-officer-assignment>

Research Services Proposal Deadlines:

http://research.unt.edu/ors/documents/Proposal_Timeline.pdf

Research Services Forms:

<http://research.unt.edu/ors/documents/forms.htm>

Research Services Handbook:

http://research.unt.edu/ors/orshandbook.htm#spon_proj

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