
Applicability

This policy applies to all proposals being submitted by The Research Foundation for SUNY at Binghamton University through the Office of Sponsored Programs.

Background

The Office of Sponsored Programs is the institutional entity with authority to submit proposals for sponsored projects to external funding agencies. As such, Sponsored Programs is responsible for assuring that these proposals are consistent with sponsor requirements, with federal, state and local laws and regulations, and with Binghamton University's academic and fiscal policies. In order to fulfill this responsibility, the Grant and Contract Administrators in Sponsored Programs require sufficient time to review proposals prior to submission.

Policy

The careful and thorough review of a proposal is critical to ensuring the most competitive proposal, with the greatest opportunity for funding, is submitted to the sponsor. To allow for that review, proposals must be submitted for approval via the PACS system **three (3) business days** prior to the stated sponsor deadline. Adherence to this deadline will greatly reduce the probability of a proposal being rejected for non-adherence to guidelines. Sponsored Programs can make no guarantee that proposals will be successfully submitted if this internal deadline is not met.

Sponsored Programs understands that there may be mitigating circumstances for late preparation of a proposal. In these situations, individual circumstances will be evaluated on a case-by-case basis and reasonable efforts will be made to review the proposals. However, if a late submission is expected, it is important to notify your Grant and Contract Administrator in advance so an appropriate plan can be established. In many instances at least a partial review of the proposal, particularly the administrative and financial sections, can be initiated in an effort to accommodate truncated timelines.

Contact

Any questions regarding this information should be directed to the Sponsored Programs Administration, x7-6136.