

SJSURF Proposal Submission Policy

Office of Sponsored Programs

PolicyNo.: OSP. 03-13-001
Effective Date: 01/04/2023
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1.0

7. Draft Abstract or Narrative

OSP will conduct a Preliminary Review of submitted materials and notify investigators of those outstanding proposal components that are needed in order to initiate administrative review and those documents that constitute a full submission-ready proposal. If the minimum components required for administrative

COMPONENTS REQUIRED FOR APPROVAL & SUBMISSION:

- 8. **Final** Technical Components: Narrative, Abstract, Bibliography Specific Aims, Milestones, etc., as appropriate for the specific submission

5.3 OSP Review Levels

OSP is committed to supporting SJSU investigators by assuring timely review and submission of complete and accurate proposals that have the best chance possible of success in the sponsor review process. In order to provide the greatest possible benefit to 6 - 685) ¶ V VSRQVRUH G SURSRVD OV EDODQFH WKH VHU 6 - 68 ¶ V LQYHVWLJDWRUV DQG FDSLWDOL]H RQ 263 ¶ V H[SHU following minimum service level commitment for proposal review based on the timeframe of proposal submission to 263 LQ DGYDQFH RI WKH VSRQVRU ¶ V

Solicitation Details Received as Soon as Available or 10 Business Days in Advance

: LWK DW OHDVW WHQ EXVLPDAM Specials or RWLFH 263
Manager(s) will ensure an understanding of all requirements for submission and also monitor any changes that may occur in the deadlines or submission procedures. Further, OSP will note and alert the PI and departmental support of any unusual, new, or atypical submission requirements in order to allow ample time to ensure these requirements are fully addressed.

Proposals Received Five (5) Business Days in Advance [Technical Components (AKA Research Strategy) — Received Three (3) Business Days in Advance]

For final proposals submitted to OSP five business days in advance of the osals submitted to C

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- v Verifying institutional information (e.g., UEI, contact information, etc.)
 - v Checking and clearing errors generated by Grants.gov and/or 6SRQVRU¶V SURSRVDO VXE)LVVLRQ V\VWHP &

Proposals Received Less than Five (5) Business Days in Advance

In order to appropriately prioritize those proposals that are submitted to OSP within the defined five-day timeframe, proposals with the administrative components received less than five business days in advance of the sponsor deadline (and/or final technical components received less than three business days in advance) will receive a scaled review if time permits, which may include, at minimum, the following:

