

RESEARCH POLICY 1 (RP-1)
PROCEDURE FOR SUBMITTING EXTERNAL
SPONSORED GRANTS AND AWARDS

1. Policy Scope

This Research Policy provides guidelines for submitting proposals for external sponsored grants and awards. It is applicable to any proposal submitted by Duquesne through the Office of

Certain terms are used in this document with specific meanings, as defined in this section. These definitions may not necessarily conform to customary usage.

Grants Officer A staff member in the Office of Research and Innovation who assists in developing and submitting proposals to

2. Allow the Grants Officer time to read the RFP or FOA and determine any specific requirements related to that request.
3. Assist with budget preparation and any external contracts which might be required.
4. Establish a schedule for collection of any documents which may be required for submission of the proposal.

Failure to inform the Office of Research and Innovation at least **three (3) weeks** prior to a submission deadline may result in the proposal **not being submitted**.

Submission Deadline

All documents, supporting materials (including CVs or Biosketches, if required), budgets, and approval forms must be submitted to the Office of Research and Innovation, no less than **five (5) business days** prior to a submission deadline. This will permit the Grants Officer time to read the proposal for mistakes related to submission, review the budget for errors, and allow for corrections if necessary.

Failure to submit all required documents at least **five (5) working days** prior to a deadline may result in the proposal **not being submitted**.

5. Exceptions

Exceptions to this Research policy and procedures require approval from the Vice Provost for Research and normally will be made with the agreement of the administrators having supervisory responsibility for the employee. Any exceptions must be in full accordance with the regulations of the sponsoring entity.

6. Related Documents

This Research Policy works in conjunction with the following Research and University Policies, which are fully applicable. To the extent there is any conflict between this Research Policy and any of the Research or University Policies listed below, the University retains the sole discretion to determine which takes precedent.

Research Policy	Title	Web Address
RP-2	The Use of Human Subjects in Research	_____

RP-4	Governmental, Corporate, Foundation and Privately Sponsored Grants and Awards	<hr/> <hr/>
RP-5	Intellectual Property	<hr/> <hr/>
RP-6	Research Integrity	<hr/> <hr/>