



## Office of Research Administration

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19 November 2003  
Last Update: 05 January 2009

### **ORA POLICY AND PROCEDURE: Submitting Proposals**

#### **SUBMITTING PROPOSALS**

The Principal Investigator (PI) should prepare the proposal. If needed, the ORA will assist with the budget.\* The PI should then generate the Proposal Signature Routing Sheet in the People Soft Grants Module (procedures for completing the signature page are given to the PI at the time of training) and collect all necessary signatures (the chair and dean). If the proposal has a co-investigator from a different department, the Signature Routing Sheet needs to be signed by his/her chair and dean also. The Signature Routing Sheet should be brought to the ORA along with the proposal. The proposal will be reviewed to ensure the correct F&A and fringe benefit rates have been used, as well as the correct DeptID for the type of project that is being submitted. **NOTE: The Vice Provost for Research must approve any reductions to the negotiated F&A rates.** Once the proposal and the grant signature page have been reviewed, the Vice Provost for Research will sign the signature page and the proposal. A copy of the proposal and the signature page are kept in the ORA, and will become a part of the project file if the proposal is funded.

#### **MULTI-CAMPUS PROPOSAL SUBMISSION**

If the project involves faculty and staff from other campuses in the University of Missouri System, the ORA must have a copy of a signed Proposal Signature Routing Sheet from that campus. The Signature Page should only reflect the funds designated for that campus.

#### **DEADLINE FOR PROPOSAL SUBMISSION**

See “ORA POLICY AND PROCEDURE: Grant Submission Deadlines.”

#### **NEGOTIATING THE AWARD**

The ORA will assist with any negotiations that may need to occur with getting the award. Any changes made to the proposal should be reviewed and approved by the ORA before they are submitted to the agency. The information will be adjusted in the grants module by the ORA to ensure that the grants module has the correct information should the proposal be awarded.

*\*The ORA can also assist with narrative editing and analysis if needed. Please allow at least two weeks before the submission deadline for editing.*