AUBURN UNIVERSITY
HARRISON SCHOOL OF PHARMACY

EXTRAMURAL PROPOSAL SUBMISSION POLICY

Effective September, 2013
Reviewed Dec. 18, 2017

ALL PROPOSALS FOR EXTERNAL FUNDING WILL BE SUBMITTED BY THE HSOP CONTRACT SPECIALIST. ALL PROPOSALS MUST BE APPROVED BY THE ASSOCIATE DEAN FOR RESEARCH AND THE RESPECTIVE DEPARTMENT HEAD. ALL PROPOSALS ARE SUBMITTED ON BEHALF OF AUBURN UNIVERSITY.

Processing Proposals for Extramural Funding

1. Proposals are initiated by the Principal Investigator. Proposals may be unsolicited or in response to a specific request or announcement. Early identification of proposal opportunity is critical to ensure proper coordination and enhance proposal preparation. Most funding agencies have submission deadlines and specific application instructions and procedures. It is the investigator’s responsibility to identify funding opportunities, and to notify the Contract Specialist of the intent to apply.

2. Based on the specific funding opportunity and the prescribed application procedure, a specific proposal submission strategy will be developed. The Investigator should contact the Contract Specialist for review of the application process and to develop submission strategy. Each proposal strategy will consist of, as a minimum:

   (a) Review funding opportunity/announcement and application/submission requirements no later than 14 calendar days prior to submission date.
   (b) Develop HSOP internal budget no later than seven (7) calendar days prior to submission.
   (c) Route budget and proposal application* to Department Head and Associate Dean for Research (through Contract Specialist) no later than three (3) business days prior to submission.
      (1) It is understood complete applications may not be available, but enough information must be provided to conduct adequate review.
      (2) If the proposal involves Auburn University collaborators outside HSOP, five (5) business days are required for approvals.
      (3) If the proposal involves organizations other than Auburn University or collaborators outside Auburn University, additional time will be required for approvals. However, these situations will vary in complexity and therefore will be handled on a case-by-case basis. Therefore, it is imperative that the HSOP investigator contact the Contract Specialist as early as possible so that the Contract Specialist can organize the relevant details.
   (d) Designated submission date.

3. Roles and Responsibilities:

   (a) Investigator:
      (1) Identify funding opportunity.
      (2) Contact Contract Specialist to develop submission strategy.
      (3) Prepare proposal pursuant funding agency guidelines.
      (4) Ensure research compliance.

   (b) Contract Specialist
      (1) Assist Investigator with proposal development.
(2) Review Investigator eligibility.
(3) Review application guidelines and procedure.
(4) Develop proposal submission strategy in conjunction with Investigator.
(5) Assist budget preparation and review.
(6) Prepare submission package for Dept Head and ADR approval.
(7) Submit proposal on behalf of Auburn University.

(c) Department Head
   (1) Provide assistance to the PI in the preparation of proposal (when required).
   (2) Review the budget to ensure resources are adequate and available from the unit perspective.
   (3) Review the proposed scope of work to ensure it falls within the mission of the unit.
   (4) Ensure research compliance.
   (5) Approve the proposal on behalf of the Department.

(d) Associate Dean for Research
   (1) Provide assistance to the PI in the preparation of proposal (when required).
   (2) Review the budget for adequacy relative to project scope, project cost, contributed effort, matching funds, indirect cost recovery, and support from other sources.
   (3) Approve proposal on behalf of the Harrison School of Pharmacy.

4. It is important to note that external funding opportunities vary. The HSOP Office of the Associate Dean for Research is designated to assist Investigators in all matters of proposal preparation and submission. The Contract Specialist is responsible for ensuring responsiveness to funding agency requirements. The Investigator is responsible for research compliance. Investigators are encouraged to consult the Office of Sponsored Programs Principal Investigator Handbook:
   

FOR FACULTY NOT PHYSICALLY PRIMARILY LOCATED AT AUBURN UNIVERSITY:
HSOP faculty members not physically primarily located at Auburn University are encouraged to pursue scholarly activity and research opportunities. HSOP recognizes that HSOP faculty may have affiliations with units other than Auburn University and that these affiliations may cause deviations from this submission policy. The potential investigator should contact the HSOP Contract Specialist, who will be responsible for the administration of host unit procedure. In all cases, the fundamentals of this policy should apply to ensure proper coordination and approval of any anticipated proposal submission.