

**University of Massachusetts Dartmouth  
Office of Research Administration**

**Proposal Submission Procedure**

All proposals to be submitted to external sponsors require the prior approval of an authorized university official. These procedures below should always be followed to ensure adequate time for the complete review of all proposals submitted through the Office of Research Administration and to avoid the possibility of missed deadlines.

Timing - To ensure that your proposal is given a careful review for accuracy, completeness, and compliance with sponsor guidelines and University policies, a minimum of two (2) days lead time is required for hard copy proposals and electronically submitted proposals. Observing these lead time requirements will help ensure that your proposal can be reviewed and that any required modifications may be made in sufficient time to meet deadline dates (this is especially true for complex and/or electronically submitted proposals). **If proposals are not received by this deadline, the Office of Research Administration cannot guarantee timely submission.**

Completeness - Investigators should deliver proposals in a "ready to go" format to minimize the possibility that changes and/or additions to the proposal may need to be made. Faculty are encouraged to liaison with ORA prior to submitting proposals for review to discuss the proposal and identify any potential problems.

Documentation - All proposals should be delivered with a completed and approved routing form attached. This form is required so that ORA reviewers can verify departmental and other approvals, review for exceptional needs in connection with the project (e.g., hazardous wastes, use of humans, support for a graduate student, etc.), and have a consistent format from which to enter required data into the University's proposal database.

Additional documentation (e.g., proposal cover letters/pages, disclosure summary forms for all proposals, institutional approval of cost sharing or matching, letters of support, subcontractor letter of intent, scope of work, and budget, etc.) should also be provided at time of proposal review to avoid any further delays in the process.