



Submission of Sponsored Project Proposals

Office of Research
Policy No. 2.2

Effective Date: 1 April 2020
Last Update: 11 November 2020

I. Policy Summary

The senior vice provost for research is the authorized individual who may submit sponsored project proposals on behalf of NJIT or formally delegate those who may do so in his/her stead. Complete proposals are expected to arrive in the Office of Research with all academic unit approvals no later than three days before the submission due date. The Office of Research will provide best effort to submit proposals that arrive after that deadline, but such proposals may not receive an administrative review and may fail to be accepted by the agency if there are technical problems with the submission that cannot be addressed.

II. Policy Purpose

This policy provides guidance on the expected timeline for all sponsored project proposals that are submitted on behalf of NJIT by the Office of Research.

III. Policy Scope and Applicability

This policy is in effect for all units of NJIT and applies to all proposals related to sponsored research programs.

IV. Policy Statement

The senior vice-provost for research has sole institutional authority to submit sponsored project proposals on behalf of NJIT. Proposals that are submitted to a sponsor without approval from the senior vice-provost for research may not be honored and will be subjected to an executive level review to determine respective actions to re.

Complete proposals, including all administrative, financial, and technical components, are expected to receive academic approval from appropriate chairs, center directors, and deans before the Office of Research submits the proposal to the sponsor. It is the responsibility of a principal investigator, with the assistance of their college director of research or project manager, to make sure all approvals are received in a timely fashion.

Deans, chairs, and center directors may delegate approval authority (e.g. to an associate dean for research). Any such delegation of authority must be communicated to the director of pre-award services in the Office of Research so that system roles and approval settings can be set. Approvals are recorded in Streamlyne, our grant management information system, as part of the proposal submission process.

It is expected that complete final proposals will arrive in the Office of Research at least three business days prior to a final due date. A 'complete final proposal' means a proposal that (1) has all administrative, financial, and technical components necessary for submission and (2) no component part requires revision or resubmission for academic approvals. It is the responsibility of the Office of Research to submit all complete final proposals that adhere to this timeline.

Best effort will be given to submit proposals that arrive within the last three business days before a due date, but they are not guaranteed to receive a final administrative review before submission. Proposals that arrive to the Office of Research within the last three days before a deadline may fail to be accepted by the sponsor due to technical issues with submission. NJIT may recall such proposals from the sponsor if problems or errors are found once an administrative review is completed post-submission. The Office of Research is not responsible for submission failures or rejections of proposals that reach the office within the last three business days before a deadline.

Final approval to submit a proposal rests with the director of pre-award services under delegated authority from the senior vice-provost for research. There may be rare cases where proposals are authorized for submission before departmental and decanal approval have been received. Such proposals may be approved after submission by the appropriate chair and dean. If either chair or dean determines a rejection of the proposal is necessary, NJIT will withdraw the proposal from consideration or decline to accept the award.

V. Procedures

The procedure outlined below represents a sequence of logical steps to streamline the process, and help protect the interest of faculty and the institution. It is in the best interest of all that a faculty member must not make any commitment to an external industry, institution, agency or corporation on behalf of NJIT. Any formal contractual research agreement must be processed through the department chair, college/school dean and senior vice provost of research before it is reviewed and commented by the legal office. The research related contractual agreements are signed by the senior vice provost for research on behalf of NJIT. The procedure with the following steps should be used towards the successful development and execution of a contractual research agreement in workflow similar to if submitting a grant proposal to a federal agency as if NSF, NIH ex.

1. Faculty member should initiate the process by identifying potential needs, terms and conditions of the contractual agreement using the NJIT standard template (or the company template, in case, a company needs to use its own template) based on the preliminary communication with the external industry, institution, agency or corporation. Any additional documents such as scope of work and budget should be attached to the draft as required. Please note that no commitment on behalf of NJIT should be made by the faculty member at this stage.
2. The draft NJIT contractual research agreement should be submitted to the department chair for initial review in the context of any departmental resources.
3. Department chair should forward the draft contractual research agreement with any comments to college/deans for further review and consideration.
4. College/school dean should forward the draft contractual research agreement with any comments to the vice provost for research for further review and consideration.
5. After preliminary review, the office of vice provost for research and development would forward the draft contractual research agreement to the legal department for complete review, comments and edits.
6. The edited version would be sent to the faculty and external agency as needed to converge on the document that is agreeable to all parties.
7. Once the contractual research agreement is converged and acceptable to all parties, it is executed through the office of senior vice provost for research.

8. A copy of the executed document is sent to all concerned parties, chairs and deans.

VI. Roles & Responsibilities

The Principal Investigator bears primary responsibility for leading the proposal effort and routing it for approvals in a timely fashion. Each college has a college director of research or project manager in the Office of Research assigned to assist PIs with budgeting and pre-award administration, including routing for approvals.

Approvals given by chairs, center directors, and deans indicate the following:

- (1) The PI and associated faculty members have sufficient time to commit to the project if funded.
- (2) Any voluntary matching funds (e.g. student support) is being funded by the department, center, or college. See the policy on cost sharing for a complete account of NJIT's expectations related to this matter. Cost sharing policy shall take precedence.
- (3) The PI has sufficient lab space and equipment to carry out the project that is being proposed
- (4) The proposal meets departmental and collegial expectations for budgeting. See the policy on sponsored projects budget preparation for a complete statement of NJIT's budgetary expectations.

The Office of Research is responsible for submitting all proposals to the funding agency on time as long as the complete and final proposal is delivered at least three days prior to the proposal deadline.

The Office of Research will do its best to submit proposals that are delivered to the office within the final three days before the deadline, but cannot guarantee such proposals will not be rejected for technical problems with submission or non-compliance with administrative requirements set forth in the call for proposals.

VII. Authority and Responsibility

The Office of Research has institutional authority for the matters addressed in this policy. Questions related to this policy are to be directed to the executive director, sponsored research programs administration.