New Paltz
STATE UNIVERSITY OF NEW YORK

Office of Sponsored Programs & Research Compliance

Grant Proposal Institutional Approval and Submission Deadlines – Guidance

No matter where you are in the process of grant/contract proposal development, OSP&RC can help. Early discussions and preparation in conjunction with our staff result in the most successful proposals.
OSP&RC facilitates the institutional approval process, which is required for all grant and contract proposals.
Without sufficient time to obtain campus approvals we cannot guarantee proposal submission.

Please be aware that you are welcome to contact OSP&RC no matter where you are in the grant seeking or proposal preparation process, but it is recommended to initiate contact with your assigned Portfolio Director as early as possible. They will review all application information and work with you to create a feasible timeline.

Please refer to the table below to identify the OSP&RC Portfolio Director assigned to your area.

Blue Portfolio
Patty Pritchard Portfolio Director OM B117 (845) 257-3073
School of Business
School of Education - METS only
School of Liberal Arts & Sciences
The Benjamin Center
Institute for Disaster Mental Health

Orange Portfolio
Carrie Corti Sr. Portfolio Director OM B118 (845) 257-3281
Provost's Office, including The Dorsky Museum and the Sojourner Truth Library
School of Education - except METS
School of Fine & Performing Arts
School of Science & Engineering

The following schedule is recommended to ensure successful proposal processing and submission:

30 business days* or more prior to proposal deadline:

- **Contact** your Portfolio Director to declare your intent to submit, schedule meetings to discuss submission strategy, and provide basic proposal information (use the **New Proposal Intake Form** for quicker response times).**

- **Review** all program guidelines thoroughly to guide your application preparation. Your Portfolio Director will assist you with interpreting guideline language, if needed, as well as budget development.

- **Discuss with your Chair and Dean** any departmental and/or institutional support necessary to successfully complete the project, such as course releases, extra service, cost share requirements, etc.
- **Alert** department heads of any participating project personnel from outside your home department, if necessary.

*Please note that unusually large, multi disciplinary or otherwise complex proposals will require more than 30 days of development time to ensure the best possible support. Please notify OSP&RC as early as possible for these types of projects.
** Late initial notifications may affect the ability of your proposal to be submitted. Notifications within 5 business days of a sponsor deadline will be reviewed for federal and institutional compliance ONLY OSP&RC will not be able to verify the completeness of your application package. Notifications submitted 4 business days or less before sponsor deadline cannot be guaranteed and may not be approved.

5 business days or more prior to proposal deadline:

- **Finalize** budget figures with OSP&RC approval.

- **Provide** final versions of proposal narrative documents formatted to the sponsor's specifications to your Portfolio Director.

- **Notify** your Chair and Dean that institutional approval documents will be coming to them via the Adobe Sign application.

- **Sign** Institutional Approval Form (IAF) package in Adobe Sign, which will be compiled & routed to you by the Portfolio Director. The package will then be automatically routed to the department Chair, Dean, Assistant Provost, Provost, and AVP for OSP&RC for review and approval.

2 business days or more prior to proposal deadline:

- **Provide** final versions of all required documents to your Portfolio Director for final compliance review and inclusion in the proposal package.

- Unless otherwise indicated or required by the sponsor, **the final application package must be submitted by an Authorized Organizational Representative (generally your Portfolio Director) in OSP&RC.**

- It is ideal to submit the proposal early*** to allow sufficient time for the Portfolio Director to address any unforeseen technical problems with online application portals that may arise.

*** Please be aware that submission dates are ultimately contingent upon the Portfolio Director's schedule, and may need to be adjusted depending on other proposal activity. If the due date falls during a particularly busy period, it may be necessary to submit several days before the sponsor's due date to accommodate other proposals being submitted during that time. Additionally, requests to submit unusually early (generally in excess of 5 business days prior to the deadline) may also be limited by other commitments or deadlines in the Portfolio Director's workload.

All processes have been created with the intent of allowing OSP&RC sufficient time to provide the highest level of collaborative service to our campus community. Our goal is to ensure successful proposal submissions in an environment of complex and constantly evolving regulations and institutional policies. We appreciate your understanding and cooperation as we strive to grow and enhance our institutional research enterprise within our current resources.

Approved by Academic Affairs 1/25/22