



PROCEDURE AND REGULATIONS REGARDING TIMELINES FOR SUCCESSFUL SUBMISSION OF PROPOSALS FOR SPONSORED PROJECTS

SCOPE: This document applies to all Stellenbosch University (SU) Faculty of Medicine and Health Sciences (FMHS) researchers submitting proposals for sponsored projects (grants), including subcontract proposals.

BACKGROUND AND REASON FOR THE REGULATION: Researchers across the SU FMHS engage sponsors and co-investigators as collaborators through sponsored programs. SU FMHS is committed to facilitating and enabling this engagement while providing responsible stewardship of university commitments and resources. Submitting the best proposal possible is in the best interest of all parties involved. In most cases, Principal Investigator(s) (PIs) should spend at least three (3) months (or longer bearing in mind other responsibilities) preparing a successful application. Applying for a grant is an involved and complex process and extensive guidelines must be followed. The Research Grants Management Office (RGMO) is committed to ensuring timely submission of **complete** and **accurate** proposals. To achieve this, the RGMO must receive proposals timeously for adequate review of the project descriptions and budgets for compliance with SU and sponsor application policies. The RGMO will assist the PIs with budgets and preparation of other documents, and because adequate time is required to submit worthy proposals, **an internal deadline is required**. Early engagement of the RGMO allows PIs to submit proposals of the highest quality and with the highest probability of success.

RESPONSIBILITIES

1. The RGMO is responsible for developing and communicating this procedure to ensure that the FMHS research community understands that continued engagement with our sponsors requires the extensive administrative coordination of multiple processes, offices, oversight committees and collaborators.
2. The RGMO will assist researchers with the application process.
3. All SU FMHS departments, divisions, units or centers submitting sponsored proposals are responsible to comply with this regulation. PIs on a grant proposal are ultimately responsible for adhering to the regulations.
4. The PIs are responsible for engaging the RGMO **as early in the process as possible, preferably 60 days and not later than 30 days before the submission deadline**. This is to ensure that the RGMO is in a position to help PIs to submit a complete and accurate proposal. Many years of experience has shown that engagement in a period less than 30 days lead to incomplete and error-prone applications, which have a lower chance of funding success. Only in exceptional circumstances, will the RGMO manager evaluate and approve engagement less than 30 days before the submission deadline.
5. PIs are responsible for studying the call and knowing the elements of sponsored programs. PIs must understand that proposals require their collaboration with RGMO for project budgets, administrative and technical elements of proposals. The latter include biosketches, reports and documentation of commitment from co-investigators or collaborators at other institutions (letters of support).
6. PIs are responsible to follow the procedures outlined below.
7. PIs must be available during the final submission period to respond speedily to questions of the RGMO submission official.

PROCEDURE

1. All proposals are reviewed by the RGMO and may not be submitted directly to the funding source without the prior approval. RGMO will review proposals before submission to sponsors.
2. PIs are encouraged to attend the **grant proposal writing workshops** before initiating the grant application process.
3. The PIs must prepare proposals in detail and sufficiently in advance to allow for adequate internal scientific review by peers.
4. The PI informs the RGMO with an **Internal Letter of Intent (ILOI)** by email (addressed to the RGMO manager, Mr Eugene Baugaard at eugeneb@sun.ac.za) of the intent to apply for the sponsored project, **60 days but not later than 30 days before the submission date of the sponsor**. Deviation from this internal deadline will only be considered by the RGMO Manager under exceptional circumstances.
5. The following information needs to be included in the email:

In the subject line: Intent to apply for grant: PI Name, Application Type. *Eg. Intent to apply for grant: J Jacobs, NIH R01*

Attach the one (1) page Internal Letter of Intent (ILOI):

See the RGMO regulation “Submitting and Internal Letter of Intent to inform RGMO of the intention to apply for International Funding”:

- Sponsor Name
- Number of the call
- The sponsor's application due date
- Preliminary Title
- Preliminary Specific Aims
- Name & signature of the Head of Department
- Name & signature of the PI

6. The RGMO will assign a dedicated professional grants project manager with the responsibility to assist the PI with the budget of the application and submission.
7. Only certain RGMO personnel have the legal authority to submit proposals on behalf of the Vice Dean of Research of SU FMHS.
8. SU reserves the right to retract any proposal submitted by individuals who lack this institutional authority.
9. The RGMO will follow a “first-come, first-served” protocol for all proposal submissions.
10. The PI arrange for a **pre-Award meeting** not later than **six (6) weeks** before the application due date.
11. Key Personnel Profiles and Biosketches must be checked by the PI for correctness and submitted to RGMO **30 days** before the application due date.
12. All other required documents according to the sponsor’s call, administrative forms, including project budget with justifications, must be submitted to RGMO **according to the agreed schedule** but not later than seven (7) business days before the sponsor's deadline.
13. The PIs prepare all documents according to the instructions and technical specifications of the “Call”
14. In cases in which SU FMHS is a subcontractor, the sponsor's due date will be determined by the submitting institution.
15. Proposals received according to the agreed schedule will receive a detailed technical review by RGMO to provide greater assurance that the proposal can be submitted error-free. Proposals failing to meet this deadline and requirement will be subject to substantive review to the extent reasonable, given the nature of the proposal and arrival date in RGMO.
16. An invoice with the current office rate will be issued to the PI if overtime has been necessary because of late internal submission or if the PI withdraw his/her application and the RGMO has spent unnecessary time on the application.

ACRONYMS AND DEFINITIONS

PIs	Principal Investigator(s) is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.
RGMO	Research Grants Management Office
The sponsor's submission due date	The date and time after which the sponsor will no longer accept proposals.
Internal due date for submissions	Date and time after which the RGMO of SU FMHS will no longer accept grant proposals for submission to the sponsor. It is according to the agreed schedule but not later than seven (7) business days before the sponsor's submission due date
ILOI	Internal Letter of Intent to be submitted to RGMO preferably 60 days, but not later than 30 days before the application due date
Biosketch	<i>Curriculum vitae</i> with a specific format and instructions from the sponsor.