

Boise State University

College of Engineering
Effective Date: 12/1/2004

BSU/COEN/ADM-009

Funding/Grant Proposal Submission Procedures

Reference: ORA 676-01

Purpose: To specify procedures for proposal submission from the College of Engineering to the Office of Research Administration. To promote conformance to the established submission deadlines. To assure budgetary obligations and commitments associated with proposal submissions are included in the budget planning process for each department and the College.

Proposals to any external funding organization must be submitted by the Boise State University Office of Research Administration (ORA). The Principal Investigator must follow the guidelines outlined in ORA 676-01, and obtain authorizations as required on the Office of Research Administration Transmittal Sheet. As stated in this procedure, the ORA requires the transmittal procedure to be complete at least 5 business days before the proposal deadline to assure adequate time for review and processing.

Proposals that will be submitted by a Principal Investigator (PI) or co-PI from any department in the College of Engineering (COEN), or a proposal that will be submitted by another budgetary unit in the University that will have a financial impact on the College of Engineering is required to adhere to the following additional procedures.

1. The proposal must be submitted to the COEN Dean's Office 7 business days prior to the proposal due date. Any exceptions must be authorized in advance by the COEN Coordinator of Research & Graduate Studies and the ORA.
2. The COEN Proposal Submission form and the ORA Transmittal form must be included with all required Principal Investigator and department authorizations.
3. Source and type of matching funds must be clearly indicated, including the associated budget and department charge numbers. The COEN Business Manager is available to assist you in identifying matching (cost-sharing) sources and department charge numbers.
4. Review of the proposal by the COEN Coordinator of Research & Graduate Studies is required prior to routing the proposal to ensure that the proposal is complete and that the submission deadlines have been met.
5. Approval of the proposal budget by the COEN Business Manager is required before proposal will be authorized by the COEN Dean, and before it is submitted to the ORA. Please note that it will be helpful to involve the COEN Business Manager at the earliest possible date in the preparation of the proposal budget in order to assure complete planning for fiscal obligations.

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Proposal Submission Form

Project Title:

Originating College/Department:

PI:

Co-PI:

Funding Agency:

Program Internet Link:

Proposal Due Date:

Budget: Please attach budget as submitted to granting agency, and provide following details outlining source of matching funds.

Cost Share Documentation

	Year 1	Year 2	Year 3	Year 4	Year 5
Soft Match Amount 1					
Account/Source					
Note 1					
Amount 2					
Account/Source					
Note 2					
Amount 3					
Account/Source					
Note 3					
Hard Match Amount 1					
Account/Source					
Note 1					
Amount 2					
Account/Source					
Note 2					
Amount 3					
Account/Source					
Note 3					

Signatures:

PI and co-PI's

Department Chairs

COEN Business Manager: _____

COEN Research Coordinator: _____

COEN Dean: _____

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Proposal Submission Form
Descriptions

Project Title: Title as submitted to funding agency

Originating College/Department: Administrative location of P.I.

P.I.: As submitted to funding agency

Co-P.I.: As submitted to funding agency

Funding Agency: Name of agency, ie, NIH, NSF, DOD, ARL etc.

Program Internet Link: Insert internet link to specific Call for Proposal

Proposal Due Date: Date proposal is due at funding agency

Cost Share Documentation: Identify amount, source and account number for hard match dollars and soft or “in-kind” matching funds. Add notes to identify intended use of funds.