

**California State University, Fullerton
& CSU Fullerton Auxiliary Services Corporation**

ADDENDUM TO THE PROPOSAL SUBMISSION POLICY
June 2015

This Addendum has been prepared to clarify the implementation of the ***Extramural Grant and Contract Proposal Submission Timeline Policy*** issued on May 24, 2013 (see <http://www.fullerton.edu/research/ogc/>).

All proposals must be received by the Office of Grants and Contracts (OGC) **at least seven business days** prior to the sponsor deadline. In order for a proposal to be considered "on time", the following documents are required to begin internal routing and approvals:

1. A finalized budget
2. A final budget justification
3. A near final draft of the proposal narrative
4. Completed Routing Form

Proposals received less than seven days of the sponsor's submittal date may not be submitted to the sponsor. A Principal Investigator (PI) planning to submit a proposal that is less than seven, but at least five business days prior to the sponsor's submittal date, must secure **prior written approval** from the Associate Vice President, RCATT. Note - Approval of the AVP-RCATT will only be provided under the most extraordinary circumstances. **Any proposal received five business days or less prior to the proposal deadline will not be reviewed and submitted.**

A PI will still be able to refine and work on the proposal narrative while his/her proposal is routing. However, significant changes to the budget and budget justification will not be permitted, as these may have already been reviewed and approved during the routing process. A significant budget change includes, but is not limited to the following:

1. change in PI, co-PI and/or key personnel effort
2. 25% reduction or increase in budget requested
3. Inclusion/addition of a subrecipient or subcontractor
4. Inclusion or significant change in cost-share (if any)

BACKGROUND: Effective January 7, 2004, the Chancellor's office issued Executive Order No. 890 (EO 890), "Administration of Grants and Contracts in Support of Sponsored Programs." EO 890 applies to all sponsored programs applied for, awarded to and/or administered by any campus of the California State University, the office of the Chancellor, or any Auxiliary. This executive order sets policy to be followed by each of the 23 CSU campuses and any auxiliary administering sponsored programs. Article 3 of this executive order explicitly requires pre-award review and approval of proposal submissions.

POLICY: It is the policy of California State University, Fullerton that submissions to external sponsors cannot be made without review and prior approval by appropriate administrators and units within the campus (i.e. President's University designee) in compliance with EO 890. For this reason, the university has implemented the "Extramural Grant and Contract Proposal Submission Timeline Policy"

General questions about this policy can be directed to the AVP-RCATT Patrick Pellicane at ppellicane@fullerton.edu