

Guidelines for Proposal Submission

Mission

By building a base of external funding, Pitt-Bradford will increase the range and scope of programs that support academic programs and the campus learning environment, hence advancing the initiatives of the strategic plan and the enrollment goal of 1,500 FTE.

In order to build such a base of funding, the campus provides a continuum of services so high quality proposals are produced in a timely manner in compliance with University and funding organization regulations.

Organizational Structure

External funding comes to Pitt-Bradford through a variety of channels, including private foundations, agencies of the state and federal government, corporate giving programs and others. Such support comes in the form of restricted gifts, competitive grants, contracts and sub-contracts, and the requirements for receiving, acknowledging, reporting and accounting for such awards varies accordingly.

Please understand the complexity of differentiating among these vehicles and the requisite mechanisms for ensuring compliance with the funding organization's requirements. The following individuals and respective offices are eager to assist. Please contact each freely.

Karen Buchheit	Private foundations and corporate giving programs kpb@upb.pitt.edu , 362.5091
Linda Delaney	Post-award fiscal management for sponsored programs delaney@upb.pitt.edu , 362.0251
Rick Esch	Acceptance and management of reimbursable contracts esch@upb.pitt.edu , 362.5025
Liza Greville	Pre-award proposal development for sponsored programs greville@upb.pitt.edu , 362.5121

General Procedures

- Faculty and staff should discuss potential grant or foundation opportunities with the respective chair of the division or departmental administrator before the development of draft proposals.
- With support for the submission of the proposal, the faculty or staff member should notify the Pitt-Bradford Office of Sponsored Programs (OSP) of the intention to submit the proposal.
- Depending on the funding source and characteristics of a particular program, a proposal may not need to be submitted through the OSP and Office of Research (OR) in Oakland. However, it is important to contact OSP at the earliest stage of proposal preparation so that the determination can be made in accordance with University policy. (See FAQ section of this document for guidance). If a proposal does not require OSP/OR involvement, the Office of Institutional Advancement (IA) or Business Affairs (BA) will become the primary point of contact.
- Final draft of the proposal, including all attachments and University-required forms, must be reviewed and approved by the chair of the division, the dean and/or respective cabinet officer and the president within the timeline established by the project contact and OSP/IA/BA (as applicable).
- For proposals requiring match funding, the source of the match must be approved by the president.

Submission of Sponsored Projects

- The approved final draft should be submitted to OSP for coordination with OR. All correspondence between Bradford and Oakland will occur through Pitt-Bradford OSP.
- Approved grant proposals, with assigned Pitt P-number, will be returned to OSP from OR for submission to the funding agency.
- Electronic submissions must be received by OR 10 working days prior to deadline. The principal investigator/project director will upload the proposal to grants.gov (with support of OSP, if needed). OR will submit the proposal. A copy of the final proposal will be kept in the central file in OSP.

- The principal investigator/project director should notify the chair, dean or respective cabinet officer and the Pitt-Bradford OSP within five days upon receiving notice of funding or denial from the funding organization. OSP will work with the principal investigator/project director and Office of Research Accounting (ORA) on account activation and post-award account management.
- Only full-time professors and staff are eligible to apply for sponsored projects through the University.

Submission of Requests to Foundations or Corporate Giving Programs

- IA can provide background research on corporations and foundations to help determine the best strategy for solicitation. In addition, IA serves as a central “clearinghouse” for funding requests to ensure one entity is not being approached by multiple campus sources simultaneously. A record of each proposal submitted and any supporting documentation will be on file in IA and/or on the IA database (Raiser’s Edge).
- Depending on the funding source, IA will work with the project director to determine arrangements for submission to the funding organization.
- The project director should notify the chair, dean or respective cabinet officer and Institutional Advancement within five days upon receiving notice of funding or denial from the funding organization. IA will work with the project director to acknowledge the gift consistent with University procedure.

Acceptance of Contractual Agreements

- Prior to signing any contract with an external agency for work performed, the contract must be reviewed in BA. BA will make the determination of the appropriate signatory.
- All invoicing to the sponsor should be completed by the project director, and any payments received should be forwarded to BA.

Project management, including reporting and close-out, are the responsibility of the principal investigator/project director. OSP, IA and BA provide guidance and technical assistance.

Frequently Asked Question

What is the difference between a sponsored project and a gift?

These criteria are excerpted from a lengthy University policy on the topic, and are provided as a guide. OSP and IA can clarify how a particular proposal should be submitted, received and acknowledged.

Since the same project can be classified as a sponsored project for accounting purposes while also being classified as a gift for fundraising purposes, care must be taken to comply with both accounting and fundraising guidance when administering sponsored projects.

SPONSORED PROJECT – A sponsored project is any externally funded research, scholarly or public service activity that has a defined scope of work or set of objectives which provides a basis for sponsor requirements or expectation. Sponsored projects are properly accounted for in entity 05 in the University’s general ledger.

- Award instrument binds University to a specific set of terms and conditions
- Involves meeting outcomes or deliverables defined in plan
- Is revocable due to failure to perform
- Funded by federal, state, local government, as well as private sources
- Agreement establishes an understanding of how funds will be used or includes a detailed, itemized budget that identifies expenses by activity, function or project period. Typically, this budget specifically references a line item for University facilities and administrative or indirect costs, whether or not these costs are included in the award
- Award made in response to competitive process
- The award monitors or restricts the publication or other use of the results obtained from the award
- The project can refer to specific protocols involving human or animal subjects

GIFT – A gift is a non-reciprocal transfer of funds, with charitable intent, for which the donor may or may not have certain expectations. Gifts are properly accounted for in entity 04 in the University’s general ledger.

- Award instrument has a charitable or philanthropic intent
- Award is generally irrevocable
- Donor is never a governmental organization
- Can be restricted or unrestricted by either the donor or the University
- The project never refers to specific protocols involving human or animal subjects
- No legal restrictions such as indemnification or intellectual property
- Award never made through a competitive process in response to an RFP