



POLICY STATEMENT 32

PROPOSAL REVIEW AND APPROVAL PROCEDURES

POLICY DIGEST

Monitoring Unit: Office of Research & Economic Development

Initially Issued:

Last Revised: April 1, 2016

I. PURPOSE

To outline procedures for university approval of applications for sponsored projects, e.g., research proposals, training grant requests.

II. RESPONSIBILITIES

- A. Project Director or Principal Investigator – originates and writes the proposal.
- B. Department Chairperson or Head – determines if the proposal activity is within departmental goals; if personnel, space, equipment, utilities, matching funds, etc. are available and adequate; and makes recommendations concerning the proposal.
- C. Dean and/or Director – determines if the proposal activity is within goals, role and scope of the college and/or division; acts upon recommendations of department chairperson or head; and makes recommendations concerning the proposal.
- D. Office of Sponsored Programs - (For Policy on Indirect Costs and Employee Benefits, See PS-47) – determines if Proposal Routing and Approval Form has been completed and reflects approvals of appropriate Deans/Chairs and campus oversight committees, determines whether or not the budget in the proposal meets University requirements, (e.g., indirect costs, employee benefits, compensation limitations); and signs proposals as official University representative. These responsibilities are vested in the Office of Sponsored Programs, the Office of Research & Economic Development, and the President.

III. GENERAL POLICY

The University supports scholarly activities of faculty from the General Fund of the University but must depend on other sources for funding of much of those activities. Faculty preparation of applications, proposals, and requests for outside support for research and special projects is strongly encouraged. The Office of Sponsored Programs and the Office of Research & Economic

Development are prepared to assist in all aspects of the search for support of research and scholarly activity.

All proposals, signed by the principal investigator, together with two copies and a completed Louisiana State University Proposal Routing and Approval Form signed by the principal investigator(s), department chairperson(s) and dean(s) should be submitted to the Office of Sponsored Programs for University approval. Applications involving course offerings require the approval of the Executive Vice President & Provost and those requiring extra compensation require approval of the Vice President for Research & Economic Development. Satisfactory space and facilities must be available; appropriate oversight committees must be prepared to give their approval; and commitments concerning new courses must follow PS-45. Three working days before the mailing deadline should be provided to permit careful consideration by all persons reviewing the proposals.

On proposals, the President should be designated as the Administrative Head of the Institution and the Director of the Office of Sponsored Programs should be designated as Authorized Institutional Representative and the person to be notified if an award is made. The fiscal officer is the Vice President for Finance & Administration and CFO and the person who is to receive checks which are to be made payable to Louisiana State University is the Director of Sponsored Program Accounting.

Specific information on procedures, Approval Forms, Federal forms, University committee approvals, and guidelines for agreements between the University and external sponsors is set forth in the operating procedures entitled OSP Guidelines which has been distributed to departmental offices and is available on the OSP web page. Additional copies can be obtained from the Office of Sponsored Programs.