



## Proposal Review and Approval Procedure

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**Created:** 12/6/2018

**Created by:** Margarita M. Cardona, Assistant Provost

**Last Updated:** 12/6/2018

**Updated by:** Margarita M. Cardona, Assistant Provost

**Procedure Frequency:** Ongoing, as proposals are submitted to sponsors

**Who is involved in the procedure?** Individual Faculty, Divisional Business Managers, Research Center staff, Department Chairs, Deans, and Office of Sponsored Research

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### Purpose of the Procedure

To document the business process for reviewing and approving proposals prior to submission to funding agencies or sponsors.

### Procedure

The Office of Sponsored Research is the office of record for all grants and contracts between external sponsors of academic and research projects and university faculty and staff. Proposals submitted to these agencies must be reviewed by OSR to assure compliance with University policy, state laws, and regulations of the federal government. The office also reviews budgets to verify that all appropriate direct and indirect charges are included in the cost calculations.

In light of recent audit findings from the Office of Legislative Audit, OSR is paying special attention to proposals submitted to State of Maryland agencies that could potentially result in an improper contract, such that it falls outside the mission of the college or research center and/or helps the agency circumvent hiring restrictions or applicable procurement rules. OSR will carefully review the Statement of Work of these proposals to ensure that the work proposed is within the mission of the college or research center and does not violate any agency hiring restrictions or procurement rules.

Proposals require approval by center directors, deans and OSR prior to submission. Quali is the new cloud-based electronic research administration system used for all research proposal submissions. The system is capable of recording a proposal budget and any attachments to be submitted to the sponsoring agency. The system records the approvals necessary for proposal submission and alerts OSR when all approvals are obtained. Proposals submitted by the Schaefer Center for Public Policy and the Jacob France Institute do not require dean-level approval, unless they include a waiver of indirect costs (per the policy) or an institutional cost-sharing commitment. It is the responsibility of individual approvers to carefully review the documentation submitted to them in Quali before recording their approval.

This procedure will be effective immediately.