



POLICY

AUTHORIZATION TO SUBMIT PROPOSALS

<i>Topic</i> Sponsored Award Administration Management	<i>Category:</i> Proposals	<i>Policy No:</i> 5.40.01	<i>Effective Date:</i> 12/26/2014	<i>Page No:</i> 1 of 1
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Purpose: To provide guidance on policies for proposals submitted to external sponsors

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1. It is the policy of the Boyce Thompson Institute of Plant Research (BTI) that all proposals submitted to an external source on behalf of BTI are subject to the following policies on proposal clearance and submission.
2. BTI is the legal applicant on all proposals submitted to external sources on behalf of the institution and its staff.
3. The business Office provides the authorizing signature on behalf of BTI for official clearance.
 - The business Office assumes administrative and fiduciary responsibility for project and assures compliance with all policies and regulations pertaining to the award.
 - The institutional approval to submit the proposal is given by the Vice President of Finance or designee upon the review and approval of the proposal
 - Review negotiation and acceptance of an award is also under the authority of the Vice President of Finance, collaboration with the Principal Investigator, and grant managers
4. Proposals submitted without BTI clearance are not official BTI proposals and can be withdrawn.