

POLICY

Proposal Review and Status Checks

<i>Department:</i> Sponsored Award Administration Management	<i>Category:</i> Proposals	<i>Policy No:</i> 5.40.04	<i>Effective Date:</i> 12/26/2014	<i>Page No:</i> 1 of 1
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Purpose: Most funding sources publish their timeline for proposal review and determination of awards. Proposals to federal agencies and some private funding sources are reviewed by a combination of panels, boards or review groups with additional review by program officers or administrative staff. This policy provides guidance on the process requirements for substantive technical or budgetary changes to proposal submissions on sponsored awards.

Policy:

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) that applicants should not contact the funding agency for information on the proposal's status during the review process. An exception may be made when there is a significant development (e.g., research findings, changed circumstances, unavailability of the principal investigator / project leader or other key personnel, etc.) that might materially affect the outcome of the review. For federal agencies, the program officer should be contacted by the principal investigator to discuss the merit of any significant development and its impact on the review.
2. Once a proposal has been thoroughly reviewed and is awaiting a final funding decision, the principal investigator / project leader may contact, or be contacted by, the program officer to discuss the technical or budgetary issues.
 - Principal investigators / project leaders cannot negotiate F&A (indirect) cost reductions and should refer all F&A issues to the Vice President for Finance.
 - Budget reductions of 10% or more from the original budget request generally warrant a corresponding reduction in the scope of the project, unless the program officer, principal investigator / project leader and the Vice President of Research Administration agree that it is feasible and desirable to retain the original scope of work.
 - The Business Office must be assured by the principal investigator / project leader that the work can be carried out within a reduced budget with no expectation of any additional contribution by BTI (i.e., voluntary cost share).
 - The principal investigator / project leader must sign the proposed reduced scope of work and budget, prior to submission to the funding agency.
3. Principal Investigators (PI) electing to make a more substantive revision to a proposal recently submitted (e.g., the same or previous day) should contact the program officer by phone or email to discuss the possibility of this type of revision before processing it through the Vice President for Finance.