

<i>Topic:</i> <b>Sponsored Award Administration Management</b>	<i>Category:</i> <b>Proposals</b>	<i>Policy No:</i> <b>5.40.07</b>	<i>Effective Date:</i> <b>12/26/2014</b>	<i>Page No:</i> <b>1 of 2</b>
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**Purpose:** To identify the process for submitting proposals.

**Policy:**

1. It is the policy of the Boyce Thompson Institute that all proposals for external sponsored support that are subject to regulatory or sponsor restrictions and that involve a commitment of BTI resources must be reviewed and approved by the appropriate officials prior to submission to sponsors.
2. For administering these awards, use the policies of the sponsoring agency and BTI's policy.
  - OMB Circular A-110 and the Federal Acquisition Regulation (FAR) apply to sponsored agreements from a federal agency or federal flow-through (prior to 12/26/14), 2 C.F.R. 200 Uniform Administrative Requirements for Federal Awards (effective 12/26/14)
  - OMB Circular A-122 and the FAR establishes principles for determining costs applicable to grants, contracts, and other agreements with non-profit institutions (prior to 12/26/14), 2 C.F.R. 200 Uniform Administrative Requirements for Federal Awards (effective 12/26/14)
  - OMB Circular A-133 or the FAR apply to all sponsored agreements (prior to 12/26/14), 2 C.F.R. 200 Uniform Administrative Requirements for Federal Awards (effective 12/26/14)

#### **All BTI departments**

3. seeking external funds for research, public service, buildings or renovations should follow BTI's proposal process as listed in policy
4. In the proposal budget, all direct costs, F&A (indirect) rates, and cost sharing in the proposal must meet the criteria outlined by OMB Circular A-110 (or FAR if a contract) agreements (prior to 12/26/14), 2 C.F.R. 200 Uniform Administrative Requirements for Federal Awards (effective 12/26/14) and be approved by BTI.
5. BTI costs and cost share must be traceable in the sponsored award accounting system. If a subcontractor is included in the budget, the principal investigator / project leader provides a copy of subcontractor budget, scope of work, and their administration approval. Identifies cost sharing by budget line item and source of cost share funds. Responds to any questions from the agency concerning budget or scope of work.

## ***POLICY***

### **SPONSORED PROJECT RESPONSIBILITIES -PROPOSALS**

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#### **Business Office:**

6. Reviews the proposal for content, use of animal and human subjects, use of BTI facilities, F&A (indirect) cost rate and application, budget content, and any other relevant items.

7. Contacts the principal investigator / project leader for adjustments, corrections, or clarifications.

8. Forwards the proposal to the Vice President for Finance for approval upon determining contents are correct and accurate. Proposal is submitted in accordance with the sponsoring agencies regulations.

9. Any subsequent changes in the proposal, scope of work or budget need to be reviewed and approved by the Vice President for Finance prior to the award being received.

10. Retains proposal for 18 months or until award is made, whichever is earlier. If awarded then the proposal becomes part of the complete official agreement packet.