

PROPOSAL DEVELOPMENT - KEY PROCEDURES

Review Date: January 2023

1. **Intent:** The process for developing an external proposal for funding begins with sending an [Intent to Submit notification](#) to the RGC with related information;
2. **Internal Timeline:** For proper review and required internal approvals, all proposal documents (both institutional & sponsor) should be provided to your Grants Administrator according to the [Internal Submission Timeline tool](#) associated with the planned submission date;
3. **Effort:** It is the responsibility of all project personnel included on a proposal to ensure they have sufficient effort available to carry out the tasks of the proposal as defined. *(In the event sufficient effort is not available at the time of award, the institution reserves the right to withdraw the proposal from consideration or decline the funding award);*
4. **Sponsor Requirements:** The Principal Investigator (PI) is responsible for reading and being aware of the funding sponsor's guidelines;
5. **GMS Proposal File:** All external proposals are entered into the NKU's Grants Management System (GMS) and a proposal file is generated for each proposal;
6. **Internal Approvals:** This proposal file must be routed electronically for required approvals from key personnel, and associated departments and colleges prior to submission;
7. **Internal System Requirements:** The PI is also responsible for completing the Financial Conflict of Interest Disclosure in the Sitero-Mentor system, and to complete the required PI questions and certification of the GMS proposal file once requested to do so by the Grants Administrator;
8. **Budget Requirements:** The proposal shall meet budget policy requirements of both the sponsor and the University. The Grants Administrator will work closely with you to finalize a budget. Special attention should be paid to any release time, overload effort, travel costs, and equipment costs (single unit items in excess of \$5,000 per unit);
9. **F&A Costs (Indirect or overhead):** All proposals must include facilities and administrative costs in the related budgets unless the sponsor has a written policy, which the sponsor applies to all potential awardees, that either requires a reduced rate or prohibits the inclusion of F&A costs;
10. **Cost Share or Matching:** NKU does not provide voluntary cost share for any sponsored programs. If the sponsor requires mandatory cost sharing, then your Grants Administrator will complete an [internal cost share form](#) with the necessary data and upload it to the GMS file prior to routing the proposal file for approvals.