

PROPOSAL SUBMISSION - KEY PROCEDURES

Review Date: January 2023

1. **Subrecipients:** If subrecipients are included on a project proposal, then the subrecipient's budget, justification, scope of work, completed [Subrecipient Commitment Form](#), a letter of intent/commitment, and any sponsor-required support documents should be provided to the Grants Administrator **PRIOR** to the submission of the proposal. (If cost match or sharing is provided by the subrecipient, then a letter of commitment regarding the cost share must be provided);
2. **NKU as Subrecipient:** If NKU is a subrecipient institution on another entity's proposal, then all processes related to the review, approval and submission of a proposal still apply. In those cases, NKU's "sponsor" will be the entity that is serving as the lead applicant on the proposal submission;
3. **Applicant Data:** When completing online applications, please use the institutional data and contact information located on the [Quick Reference Guide](#). This guide contains a majority of data needed for most grant applications including official address, UEI and DUNS numbers, assurance numbers, EIN identifiers, and more.
4. **Submission via System Platforms:** For most proposals requiring submission via a platform such as Research.gov, Grants.gov, ASSIST, NSPIRES, etc., the RGC is the authorized office to make the submission;
5. **Submission via Sponsor Portals:** For proposals requiring submission via an online portal of the sponsor, then the RGC is the authorized office to complete the submission – unless the portal is associated directly to the PI's registration or the sponsor's submission instructions indicate otherwise. In these cases, the PI may complete the submission only after the RGC has granted approval to do so;
6. **Submission via Email:** For any prime proposals and/or subrecipient proposals requiring a submission via email, the RGC is the authorized office to complete the submission. This applies to institution-to-institution subaward packages in which NKU may receive a subaward if a prime applicants' proposal is awarded;
7. **Submission via U.S. Mail:** In the rare event that a proposal is required to be submitted via U.S. mail or related service (i.e., FedEx, etc.), then the PI is responsible for providing all required physical copies of documents to be included within the mailed submission;
8. **Confirmation:** For all submission venues, a confirmation will be provided to the PI upon the successful completion of the proposal submission. Some sponsor-related confirmations may include necessary tracking information and/or application numbers to be used for future reference; and
9. **Exceptions:** In extreme cases, the RGC may request the PI to submit a proposal directly due to various circumstances. In these cases, the RGC will provide explicit instructions to the PI regarding the submission procedures and receipt of confirmation documents.