
PROPOSAL DEVELOPMENT, APPROVAL, SUBMISSION

Proposal Development, Approval, Submission

Procedure Sections

Last Revised: August 2014

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Reason for Procedure

This policy outlines the procedure for developing a grant proposal at ACP.

Who Should Know This Procedure

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Committee
- Officers
- Trustees
- General Members
- Other: _____

Contacts

Subject	Contact
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Proposal Development Questions	Principal Investigator Officers and Trustees Proposal Committee Administrative Vice President
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Finance Manager

Applicable ACP Policies

- Grant Processes
 - Budget Development Procedure
 - Participant Support Policies and Procedures
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Proposal Procedure Policy at ACP

Well ahead of any grant proposal deadline the President will appoint a Proposal Committee for large institutional grants. For grants for specific workshops or conferences, the organizers, in consort with the ACP Corporate Secretary will prepare the proposals.

Institutional Grants

The Proposal Committee will distribute the work among themselves, seek data input from the Administrative Staff and prepare the proposal under the guidance of the Proposal Committee Chair.

The Trustees, PIs, President, Treasurer and/or Officers will review the proposal for ACP's major NSF grant. Their changes/suggestions will be incorporated at the discretion of the Proposal Committee Chair. The President and Board Chair will have final approval.

The Corporate Secretary will then submit the proposal.

Single Conference Grants

Organizers should confer with the Corporate Secretary when seeking funding to make sure funding sources are not pursued from multiple angles for the winter or summer seasons. The Corporate Secretary and the organizers can then determine if there should be an institutional proposal or if the organizers should apply on their own. The Corporate Secretary will approve and submit these individual grants in consultation with the ACP President.



Roles & Responsibilities

PI: Responsible for identifying funding opportunities, preparing technical proposals, assembling the full proposal, and ensuring that the proposal is finalized by the internal ACP timeline.

Co-PI: Responsible for identifying funding opportunities, preparing technical proposals, assembling the full proposal, and ensuring that the proposal is finalized by the internal ACP timeline.

Administrative Vice President: Responsible for communicating the required training for the proposal development committee, ensuring and documenting that the committee members have received the required training, providing proposal forms and application materials, and assisting with implementing the sponsor's electronic grant processing systems, such as Fastlane.

Finance Manager: Responsible for providing help as needed to the Treasurer/Proposal Committee on the preparation of budgets and other forms.

Treasurer: Responsible for preparing the proposal budget and budget justification commensurate with the sponsor's and ACP's policies, verifying that budget items are in accordance with the government circulars governing allowable costs, identifying and evaluating issues related to program income, determining the appropriate indirect cost rate if applicable, and confirming that matching funds and cost sharing if applicable are documented and approved.

Corporate Secretary: Responsible for coordinating individual proposals, submitting all institutional proposals or delegating someone in his/her stead to submit, keeping abreast of grant submission procedures and websites, maintaining records of proposal submissions, determining PI eligibility, reviewing and agreeing to the proposal or application terms and conditions as well as agency rules and regulations, and signing as the institutional official on behalf of ACP assuring institutional oversight.

President: Responsible for appointing the Proposal Committee, acting as liaison with granting agencies, facilitating proposal development and promoting interaction with ACP, initiating development of the proposal, identifying, approving and appointing PI and co-PIs, and consulting with the Corporate Secretary and the Proposal Committee.

All Officers: Responsible for identifying funding opportunities, conducting a review of technical proposals relative to scientific merit, resource utilization or other ACP-specific concerns, approving technical proposals, determining matching funds and cost sharing if relevant, approving proposal budgets and justifications, reviewing proposals to ensure that they are consistent with the ACP mission and policies, reviewing proposals to ensure that they commit an appropriate level of ACP resources, overseeing with respect to assurance that budget items are in accordance with government circulars and the cost accounting standards, confirming that the entire proposal meets administrative requirements outlined in the application instructions and approving submission of the proposal to the sponsor.



Proposal Committee: Responsible for receiving the required training for the proposal development committee, identifying funding opportunities, acting as liaisons with granting agencies and facilitating proposal development and promoting interaction with ACP, initiating development of proposals, preparing technical proposals, presenting technical proposals for review and approval by appropriate external peer-review groups, preparing the proposal budget and justification commensurate with the sponsor's and ACP's policies, assembling the full proposal, ensuring the proposal is finalized by the internal ACP timeline, submitting the proposal for internal review, approval and processing,

Organizers: Responsible for submitting required proposal information to the Corporate Secretary in order to fund their own workshops or conferences.

Appendix: Applicable Federal Regulations & Criteria

See individual sponsoring agencies proposal guides including:

2014 NSF Proposal and Award Policies and Procedures Guide which includes detailed instructions and procedures for preparing and submitting NSF proposals.

