

Appendix D as it appeared before the 1/22/2018 review.

# Appendix D. Externally Sponsored Grant/Contract/Agreement Submittal Process

Proposals submitted by faculty, staff, or students of Michigan Technological University are viewed as a formal offer made by Michigan Tech. Therefore, all proposals are to be reviewed for compliance with internal policy and procedures and endorsed by an authorized University official. Any person preparing a proposal for submission to an external sponsor for a restricted grant/contract/agreement must work with the Sponsored Programs Office (SPO) or the Office of Innovation and Industry Engagement (IIE) prior to formal submission. The procedure for submission is described below.

1. Contact SPO/IIE to get in the queue for submission. SPO/IIE staff will provide support in the area of budgeting and interpretation of internal and sponsor proposal submission requirements.
2. All proposals involving animal, human subjects, materials, or biologics must be submitted to the appropriate University committee prior to the time of submission, and reviewed and approved before work supported by sponsor funds is started.
3. Work with SPO/IIE regarding the financial portion of the proposal and submission requirements.
4. Obtain department chair and dean/director or higher in the supervisory chain-of-command approvals on a transmittal sheet.
5. Obtain conflict of interest review and approval from the conflict of interest coordinator, if applicable.

6. Forward the transmittal sheet, investigator certifications, proposal package, authorized cost-share/matching support form (if applicable), sponsor required documents, and submission instructions, to SPO/IIE by the internal proposal deadline for review, authorization, and submission.

SPO or IIE will prepare a formal letter of transmittal to the potential sponsor. This letter must accompany the proposal when it is sent to the sponsor. In addition, SPO/IIE will submit the proposal to the sponsor along with the letter of transmittal. SPO/IIE will forward a copy of the finalized proposal to the Principal Investigator, the Principal Investigator's department and maintain a copy in SPO/IIE.

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