

15.01.01.V1.01 PROPOSAL DEVELOPMENT AND SUBMISSION



Supplements [System Policy 25.07](#) and [System Regulation 15.01.01](#)

1.00 GENERAL

1.01 The acceptance of a proposal and final award of a grant or contract can be directly linked to the thorough, accurate, and timely development and submission of the proposal. These procedures will assist in the development and submission of proposals by principal investigator(s) PI, and final routing for approval.

2.00 GUIDELINES AND PROCEDURES

2.01 When preparing any proposal for sponsored research, the TVMDL PI will initially draft the text for the scope of work and then develop the budget and associated materials. When preparing a proposal to meet the RFP/RFA requirements, contact the Office of Sponsored Research Services (OSRS) for guidance and assistance prior to initiating the proposal process. Upon completion of the draft of text for the scope of work, use the following procedures to complete the budget and associated materials:

2.01.01 The PI will begin developing the proposal budget for review by the TVMDL Assistant Agency Director for Finance. After this initial review, the proposed budget will be sent via fax or e-mail to the OSRS, who will assist in further budget development. All budgets must meet A-21 and Cost Accounting Standard Requirements in addition to any sponsor restrictions and format. Guidance in developing the fringe benefits and the Facilities & Administrative Costs (indirect costs) portions of the budget should be consistent with the System Office of Budgets and Accounting guidelines, which can be found at <http://www.tamus.edu/offices/budget-acct/acct/costs/> in the "Facilities and Administrative Costs" section.

2.01.02 The PI will complete AgriLife Form, [AG-105](#), *Document Review/Approval Sheet*. This form is required for all proposals and is used for the internal routing and approval of the submission of a proposal. The form certifies and meets the requirements for debarment and suspension, conflicts of interest, ethics, and intellectual property.

2.01.03 The PI will obtain supervisor approval on the completed [AG-105](#). A finalized budget and a rough draft of the text will suffice for routing purposes. Supervisor approval will include the TVMDL Section Head or Branch Chief.

2.01.04 The PI then submits the supervisor approved [AG-105](#) along with final copies of the text, budget and supporting documents to the Assistant Agency Director for Finance for submission through the OSRS for approval of the Director or designee. In accordance with System Policy [25.07](#), Contract Administration, all proposals must be submitted through the OSRS and signed by the Director's or designee before submission to the sponsor.

2.01.05 Upon approval by the Director, the OSRS will make the necessary copies, provide the mailing service, and will distribute file copies to the PI(s).

3.00 ADDITIONAL REFERENCES

The following references will assist in the development of a proposal budget:

A. Office of Management and Budget (OMB) [Circular A-21 “Cost Principles for Institutions of Higher Education.”](#)

1. Section J. - listing of allowable cost items.
2. [Cost Accounting Standards \(A-21\).](#)

B. DS-2 Texas A&M University System Disclosure Statement.

Questions concerning the routing of TVMDL proposals should be directed to either the Assistant Director for Finance at 979-458-3254, or the Office of Sponsored Research Services at 979-845-8668.

*Approved 2/20/2012
Next review Feb. 2014*