

PROPOSAL REVIEW AND APPROVAL FORM PROCEDURES

This form must be completed and signed before a proposal will be submitted to an external funding source. Proposals not going through proper University review and approval procedures are subject to withdrawal and the University may refuse to accept awards made in response to such proposals.

Following is a brief description of the steps to be followed in obtaining approval for and submitting a proposal. For more detailed information, please see the ***Faculty Handbook***, Chapter 9, or call any staff member in my office at extension 2236.

1. Contact the Office of University Research Services to discuss your proposal. The OURS can provide assistance not only in determining if the University is eligible for funding under the potential funding source's guidelines, but can also provide assistance in budgeting and proposal development.
2. Obtain a copy of the Proposal Review and Approval Form. This form is available online at (<http://www.towson.edu/main/research/institutionaldata.asp>).
3. Using the finalized proposal budget and project summary as a basis, complete the Proposal Review and Approval Form (the OURS will fill in the proposal number), sign it, and obtain the following required signatures:
 - a. All co-investigators and participating faculty members
 - b. Chairperson(s) of all faculty members involved in the project
 - c. Dean(s) of all faculty members involved in the project
 - d. Divisional vice president(s) whose employees are involved (if other than Academic Affairs).

It is the responsibility of the proposer(s) to complete the form and obtain these required signatures; the OURS is, however, available for assistance in this process. Please note, deans have different requirements as to what must be submitted to them before they will sign off on a proposal. A copy of the full proposal may be required. Please contact your dean early in the proposal preparation process to discuss this.
4. If the proposal budget includes University cost share, the OURS will obtain approval for any portion of that cost share that will be covered by the University pool. If the department chairperson(s), college dean(s), or divisional vice president(s) will cover any portion of the cost share obligated, signature committing these funds must appear on the attached addendum to the Proposal Review and Approval Form.
5. Submit the signed form (including addendum, as appropriate), proposal budget, and project summary to the OURS. The OURS will review the form and obtain the remaining required signatures. Signed Proposal Review and Approval Forms should be submitted to the OURS ***two weeks*** prior to the proposal deadline, but in any event at least three days prior to the deadline to allow for adequate review. It is not necessary to submit the full and final proposal to the OURS when the signed Proposal Review and Approval Form and accompanying budget and project summary are submitted; proposers may continue working on the final version of the narrative after these documents are submitted.
6. When all required approvals have been obtained and the final proposal has been prepared, the OURS will assemble and deliver it to the sponsor in order to meet the deadline. Please note, the OURS cannot guarantee that deadlines will be met for proposals submitted less than two days in advance of the deadline.

Thank you for your interest in applying for funding for your scholarly work. The OURS will make every effort to take as much of the administrative burden of proposal preparation and submission off principal investigators as possible; however, it is essential that principal investigators discuss proposals with their chairpersons and deans and obtain their signatures.