Office of Sponsored Programs

Submitting Electronic Proposals Directly to Sponsors

It is the policy of the Charles R. Drew University of Medicine and Science, Office of Sponsored Programs (OSP) that all proposals to funding agencies be reviewed by the principal investigator’s department chair, dean, and by OSP prior to submission to a sponsor. Most funding agencies do not know of our policies and sometimes ask investigators to follow a submission procedure that may bypass the University approvals.

There have been occasions when an agency has asked that proposals be sent via electronic means directly from the investigator to the agency. In some cases, the agency did require an “official” copy, signed by a university representative, to be sent later. When there is direct submission or even a dual submission, there is a chance for problems to arise. Certain requirements may be omitted or there may be differences between the versions.

To protect the interests of CDU faculty and staff who submit proposals and the interests of the university, on-line or other electronic versions of proposals must be submitted first to the Office of Sponsored Programs. After obtaining the appropriate university approvals, the investigator may then follow the sponsor’s submission procedure. If any changes are made to the copy being sent, the new version must be forwarded to OSP.

If you are submitting a proposal to an agency that requires direct transmission of an electronic version, please contact OSP to discuss how this should be done within the current university policies.