Request for Proposal and Submission (RPAS) Form Policy

Request for Proposal and Submission (RPAS) Form is to be completed by the Principal Investigator (PI)/Project Director (PD) and routed with a copy of the full proposal to appropriate administrative personnel for an internal review and approval recommendation by signature prior to submission. Signatures are required from the PI, Chair/Cluster Leader, Dean and Executive Vice President for Research and Health Affairs, additional signatures (i.e. Human Subjects-IRB, Animal Use-IACUC etc.) may be required. Be aware of signatories’ travel and other absences that may interfere in collecting signatures on time.

A project needs a new RPAS Form if

- The original project period is extended beyond the initial project period, and additional funding and/or a new scope of work is awarded that was not previously anticipated;
- It was proposed/submitted as a multi-year project and the next anticipated funding increment is being awarded.

A project does not need a new RPAS if

- The project period is extended by the sponsor
- Additional funds are provided by the sponsor, but there is no change in scope of work or budget