

University of the Virgin Islands

Proposal Review and Submission Policy



Policy Title: Proposal Review and Submission Policy	Policy Number: OSP-003	
	Office of Accountability: Office of Sponsored Programs	
Board Approval Date: March 07, 2026	Policy Effective Date: 03/07/2026	Policy Revision Date:

SCOPE

As an applicant organization, the University of the Virgin Islands (UVI) has an institutional responsibility to verify the eligibility of all sponsored program proposals submitted to a Sponsor on behalf of UVI. The institution is also responsible for reviewing the proposal for accuracy, validity, and conformity with all Federal, State, UVI and sponsor policies and guidelines. This responsibility is shared with the Principal Investigator (PI), the PI's Chair or Director and Dean, and the Office of Sponsored Programs (OSP).

POLICY STATEMENT

UVI requires employees to submit all proposals for Sponsored Projects funding through the appropriate university routing process. Proposals may not be submitted by individuals on behalf of UVI; all proposals must be submitted by the OSP. If a proposal is submitted without the OSP approval, this may result in UVI not being able to accept the award or delays in the award to address any compliance issues or necessary revisions. This policy acknowledges exceptions in the case where the Sponsor requires a submission from an individual rather than the institution.

POLICY OBJECTIVES

- To provide timely and high-quality review, approval, and submission of sponsored program proposals.
- To ensure compliance with all UVI, Territory, and Federal regulations and Sponsor guidelines.

DEFINITIONS

Principal Investigator (PI) Project Director (PD)

The PI or Project Director is the individual designated by UVI and the person responsible for overall scientific and technical direction, and conduct of a sponsored project, including filing reports. The PI works with UVI sponsored programs, finance and accounting to share responsibility for administrative, fiscal, and expenditures, including reporting. The PI may delegate certain components of the proposal to the PI's research team or departmental administrators, but the PI retains ultimate responsibility and accountability for all portions of the award.

Office of Sponsored Programs (OSP)

The OSP is the office responsible for review and submission of sponsored project proposals on behalf of UVI. The Director of the OSP is the University's Authorized Organization Representative (AOR) for submitting proposals on behalf of the PI/PD.

Sponsored Project

A sponsored project is any externally funded research, training, evaluative testing, education or service grant or contract, that carries the expectation of deliverables or expected outcomes. Sponsored projects are directed by the UVI PI/PD as part of their university work. Sponsored projects may be contrasted with fellowships or awards designed for individuals that may not have the institution as fiduciary. Gifts, also by

contrast, do not carry specific time delineated deliverables. Faculty or staff with questions should contact the director of OSP.

ROLES AND RESPONSIBILITIES

1. Principal Investigator/Project Director

- a. Complete the Notice of Intent form and ensure the proposal is complete, accurate, and meets all programmatic, administrative and compliance requirements.
- b. Allow delegated and OSP access to the proposal in the Sponsor electronic system/portal, if applicable.
- c. Review accuracy of budget, ensuring costs are allowable, reasonable, allocable.
- d. Ensure the final/submission ready proposal is properly routed to the OSP for review and approval no later than three 3 business days prior to the Sponsor's/Prime Recipient's published and/or written proposal deadline. Note, for more complex proposals, more time will be needed for review by OSP. OSP will advise during those scenarios.

2. Department Chair and/or Director

- a. Promote faculty and staff awareness of this policy.
- b. Review and approve proposals considering the following:
 - i. Consistence with specific departmental policies and procedures as well as various institutional requirements.
 - ii. Accuracy of budget and ensuring costs are allowable, reasonable and allocable to the project.
 - iii. Personnel listed are available and qualified to participate and appointment information is accurate.
 - iv. Access to sufficient facilities, equipment and other resources.
 - v. Concur with any Facilities & Administrative (F&A) cost waiver request.
 - vi. Agree to cost share commitments provided by the Department/Unit.

3. College Dean

- a. Promote faculty and staff awareness of this policy.
- b. Understand and agree with proposals considering the following:
 - i. The department has addressed all department-level concerns.
 - ii. The budgeted costs are fully and appropriately documented.
 - iii. The project aligns with college objectives.
 - iv. Concur with any Facilities & Administrative (F&A) cost waiver request.
 - v. Agree to cost share commitments provided by the College/School.

4. Office of Sponsored Programs (OSP)

- a. Reviews all final/submission ready, sponsored project proposals prior to submission. Note, for more complex proposals, more time may be needed for review.
- b. Assess whether the proposal is complete and conforms with sponsor requirements, UVI requirements, and Federal/State regulations, or Private/Foundation Policies including, but not limited to the following:
 - o The application has been completed in accordance with Sponsor guidelines.
 - o Budget calculations are accurate and include appropriate costs including facilities and administrative (F&A) costs.
 - o Mandatory cost-share requirements are met and approvals are on file.
 - o All proposed subrecipients satisfy OSP's documentation requirements.
 - o When UVI is Secondary/Collaborator, ensure the Institution has satisfied the Prime Recipient's documentation requirements.
 - o All required approvals have been documented.
 - o Any concerns identified in the review have been documented and the Principal Investigator and department research administrator have been instructed to address the concerns prior to (re-)submission of proposal, or at the time of award.
- c. Identify areas needing clarification or changes outside the scope of the above criteria.

- d. Obtain any additional approvals necessitated by the scope of work or Sponsor guidelines.
- e. Refer any conflicts related to submission to the Vice President for Research and Economic Development unless delegated to AOR.
- f. Approve and submit the proposal after the OSP confirms the proposal meets the requirements of UVI, Sponsor and applicable rules and regulations.

PROCEDURES

- a. All sponsored program proposal review and submissions will be carried out in compliance with the UVI proposal standard operating procedures.
- b. Principal Investigators interested in engaging in sponsored project activity must contact the OSP in order to initiate or pursue those activities.
- c. Principal Investigators must become reasonably familiar with sponsored projects regulations applicable to awards and associated compliance regulations.
- d. All proposals are reviewed by the department, school or college, OSP, and other units as needed before they are signed by an authorized institutional official/AOR and sent to a sponsor. This review assures conformity to UVI and agency policies and ensures that necessary components of the proposal have been incorporated. Failure to conform to sponsor requirements may result in the proposal being deemed ineligible.
- e. The OSP will submit all proposals for sponsored projects on behalf of UVI. This policy acknowledges exceptions in the case where the sponsor requires a submission from an individual rather than from the institution. Any exceptions other than indicated by this policy must be approved in advance and in writing through OSP by the Vice President for Research and Economic Development or designee, at minimum, three (3) business prior to submission.
- f. OSP reserves the right to withdraw a proposal that is deemed unresponsive or technically incomplete or is submitted without a full review if it is determined at a later date that there were errors or omissions significant enough to justify the withdrawal.
- g. When a proposal is submitted to the sponsor with an incorrect F&A rate or undocumented cost-share commitment, if funded, OSP will request corrections to the awarded budget prior to accepting the award.

RELATED INFORMATION

This policy is related to sponsored projects as defined above and excludes gifts to UVI unrelated to sponsored projects. Gifts unrelated to sponsored projects are governed by UVI Gift Policy.

RELATED DOCUMENTS

Proposal Review and Submission Standard Operating Procedure

Gift Acceptance Policy

Conflict of Interest Policy

2 CFR part 200 "Uniform Administrative Requirements, Costs Principles, and Audit Requirements of Federal Awards